CATONSVILLE

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$8,796,988	$7,656,365	$900,000	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment,
Cost Per Full-time Equivalent Student,
and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	6,850	7,000	7,400	7,500	7,800	8,500
Cost/FTE	$1,850	$1,850	$1,900	$2,000	$2,100	$2,800
Expenditures	$12,672,500	$12,950,000	$14,060,000	$15,000,000	$16,380,000	$23,800,000

NOTE: Enrollment and expenditures are for Maryland students only.

CECIL COMMUNITY COLLEGE

PROGRAMS

HEGIS Code	*Description*	*HEGIS Code*	*Description*
	Present Programs - Certificate		
5005-02	Clerk Typist	5317-01	Construction Trades Technology
5007-01	Professional Photography		
		5505-01	Law Enforcement & Corrections Technology
	Present Programs - Associate Degree		
4910-01	Arts & Sciences Area	5007-01	Professional Photography
4950-01	General Studies Area	5205-01	Medical Laboratory Technology
4960-01	Teacher Education Area		
4970-01	Business Administration Area	5317-01	Construction Trades Technology
5001-01	Business Management		
5005-01	Secretarial Science	5505-01	Law Enforcement & Corrections Technology
	Projected Programs - In Priority Order		
	Fall 1978		*Fall 1979*
5012	Graphics Communication	5004	Small Business Management
5213	Medical Records Technology	5004	Personnel Management
5599	Legal Paraprofessional	5402	Business Agriculture
5099	Court Reporting	5310	Appliance Repair
	Projected Programs - Not In Priority Order		
	Fall 1980		*Fall 1981*
5101	Data Processing	5103	Computer Programming
5508	Public Administration	5003	Insurance
5310	Electronics Technician	5216	Mental Health Associate
5317	Business Construction Technology	5004	Retail Management
		5506	Social Services Technology
	Fall 1982		
5011	Transportation Management	5012	Advertising, Art & Design

Fall 1982 contd.

5506	Health, Physical Education, Recreation	5505	Administration of Justice
5404	Food Service Management	5303	Industrial Drafting
5008	Communication Media	5307	Diesel Engine Mechanics

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PHYSICAL FACILITIES

Projected Net Assignable Square Feet
and Projected Full-time Day Equivalent Enrollment
for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	609	637	666	694	723	760
Administration-Classroom	25,545					
Physical Education	18,385					
Classroom & Laboratory		20,000				
Career Education						18,000
Parking						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
		FY 1978-FY 1982	FY 1983-FY 1987
Allocated	Expended		
$1,015,798	$827,709	$1,846,298	$1,053,648

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Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	1,130	1,200	1,270	1,340	1,410	1,600
Cost/FTE	$1,500	$1,530	$1,550	$1,570	$1,590	$1,640
Expenditures	$ 1,695,000	$ 1,836,000	$ 1,968,500	$ 2,103,800	$ 2,241,900	$ 2,624,000

NOTE: Enrollment and expenditures are for Maryland students only.

CHARLES COUNTY COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5004-06	Real Estate	5399-04	Solid Waste Technology
5005-02	Secretarial Science	5399-05	Pollution Abatement Technology
5104-01	Computer Operator		
5209-01	Practical Nursing	5402-01	Horticulture
5303-01	Drafting	5504-01	Library Technology Assistant
5309-02	Surveying	5507-01	Fire Science Technology

Present Programs - Associate Degree

4940-01	Engineering Area	5310-01	Electronics Technology
4950-01	General Studies Area	5399-05	Pollution Abatement Technology
5004-01	Management Development		
5004-06	Real Estate	5406-02	Estuarine Resource Technology
5005-01	Secretarial Science		
5103-01	Computer Programming	5505-01	Law Enforcement
5301-01	Engineering Technology	5507-01	Fire Science Technology

New Program, Fall 1977 - Certificate

5506-01	Recreation Leadership

New Program, Fall 1977 - Associate Degree

5208-01	Nursing

Projected Programs - In Priority Order

Fall 1978

5299	Emergency Medical Services

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CHARLES

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	842	967	1,092	1,217	1,342	1,410
Academic Administration, Science & Technology Gymnasium Student Service Center Learning Resources Center	107,041					
Assembly		8,320				
Laboratory						7,500
Storm Drainage						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$4,134,918	$3,992,814	$499,715	$368,269

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FINANCE

Projected Full-time Equivalent Enrollment Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	2,151	2,350	2,400	2,550	2,650	3,000
Cost/FTE	$1,880	$1,940	$2,000	$2,060	$2,120	$2,420
Expenditures	$ 4,043,880	$ 4,559,000	$ 4,800,000	$ 5,253,000	$ 5,618,000	$ 7,260,000

NOTE: Enrollment and expenditures are for Maryland students only.

CHESAPEAKE COLLEGE

PROGRAMS

HEGIS Code	*Description*	*HEGIS Code*	*Description*
	Present Programs - Certificate		
5001-01	Business Management	5402-01	Agricultural Business
5005-02	Secretarial Science	5406-03	Bay Resources Marine Technology
5310-01	Electronics Technology	5503-01	Early Childhood Development
5317-02	Air Conditioning/Heating, Refrigeration Technology	5505-01	Law Enforcement
	Present Programs - Associate Degree		
4910-01	Arts & Sciences Area	5310-01	Electronics Technology
4960-01	Teacher Education Area	5317-01	Architectural-Building Construction Technology
4970-01	Business Administration Area	5406-02	Fisheries Science
5001-01	Business Management Technology	5406-04	Marine Management
5004-06	Real Estate	5505-01	Law Enforcement
5005-01	Secretarial Science	5506-01	Recreation Technician
5205-01	Medical Laboratory Technology		
	Projected Programs - In Priority Order		
	Fall 1978		*Fall 1979*
5209	Practical Nursing	5307	Diesel Mechanic
5405	Home Economics	5009	Printing
5003	Banking		
	Projected Programs - Not In Priority Order		
	Fall 1980		*Fall 1981*
5308	Welding	5306	Automobile Mechanics
	Fall 1982		
5202	Dental Assistant Technology		

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CHESAPEAKE

PHYSICAL FACILITIES

Projected Net Assignable Square Feet
and Projected Full-time Day Equivalent Enrollment
for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	370	387	405	422	440	462
Humanities Sciences Physical Education Library Student Union Technical Center Swimming Pool	96,037					

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$4,774,709*	$4,249,893*	- 0 -	- 0 -

* Does not include two loans to the counties.

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FINANCE

Projected Full-time Equivalent Enrollment,
Cost Per Full-time Equivalent Student,
and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	620	685	750	810	865	1,100
Cost/FTE	$2,813	$2,750	$2,700	$2,700	$2,650	$2,550
Expenditures	$ 1,744,060	$ 1,883,750	$ 2,025,000	$ 2,187,000	$ 2,292,250	$ 2,805,000

NOTE: Enrollment and expenditures are for Maryland students only.

DUNDALK COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5004-06	Real Estate	5503-03	Child Development & Early Child Care
5005-02	Secretarial Science	5599-03	Paraprofessional Counseling
5311-02	Power Engineering Technology	5599-04	Trade Union Administration
5213-03	Industrial Technology		

Present Programs - Associate Degree

4910-01	Arts & Sciences Area	5101-01	Data Processing
4950-01	General Studies Area	5311-02	Power Engineering Technology
4960-01	Teacher Education Area	5312-03	Industrial Technology
4970-01	Business Administration Area	5503-02	Special Education Instructional Aide
5001-01	Business & Industrial Management	5503-03	Child Development & Early Child Care
5002-01	Accounting	5505-01	Criminal Justice
5004-06	Real Estate	5599-01	Legal Assistant
5005-01	Secretarial Science	5599-03	Paraprofessional Counseling
5007-01	Photography	5599-04	Trade Union Administration
5008-01	Media Technology		

Projected Programs - In Priority Order

	Fall 1978		*Fall 1979*
5402	Floristry & Floraculture	5003	Insurance
5317	Oil Burner Technology	5308	Welding

Projected Programs - Not in Priority Order

	Fall 1980		*Fall 1981*
5317	Air Conditioning, Refrigeration & Heating	5306	Small Engine Repair
5317	Electrician	5305	Plastics Technology
5307	Diesel Mechanic	5299	Sports Medicine
5317	Construction & Building Technologies		
5311	Electromechanical Technology		

Fall 1982

5310	Electronics	5306	Automotive

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DUNDALK

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	697	762	826	891	955	1,003
Administration-Classroom }	53,967					
Classroom No. 1 }						
Library }						
Physical Education }						
Humanities-Classroom	31,047					
Careers Building			15,000			
Site Development-Parking						
Athletic Fields						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
		FY 1978-FY 1982	FY 1983-FY 1987
Allocated	Expended		
$2,806,580	$2,183,759	$3,269,838	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	1,920	2,200	2,500	2,650	2,800	3,000
Cost/FTE	$1,745	$1,856	$1,900	$1,900	$1,900	$2,200
Expenditures	$ 3,350,400	$ 4,083,200	$ 4,750,000	$ 5,035,000	$ 5,320,000	$ 6,600,000

NOTE: Enrollment and expenditures are for Maryland students only.

ESSEX COMMUNITY COLLEGE

PROGRAMS

HEGIS Code	*Description*	*HEGIS Code*	*Description*
	Present Programs - Certificate		
5001-01	Small Business Management	5216-02	Drug Abuse Counselor
5003-01	Banking	5218-01	Health Services Management
5004-02	Statistical Clerk	5299-05	Podiatric Assistant
5005-02	Secretarial Science	5303-01	Drafting Technology
5010-02	Restaurant-Club Management	5503-01	Early Childhood Development Preschool
5103-01	Data Processing		
5202-01	Dental Assisting	5505-01	Criminal Justice
	Present Programs - Associate Degree		
4910-01	Arts & Sciences Area	5105-01	Computer Technology
4920-01	Biological & Physical Science Area	5202-01	Dental Assisting
		5205-01	Medical Laboratory Technology
4930-01	Humanities & Social Science Area	5206-01	Animal Science Veterinary Assistant
4940-01	Engineering Area	5207-01	Radiologic Technology
4950-01	General Studies Area	5208-01	Nursing
4960-01	Teacher Education Area	5216-01	Mental Health Associate
4970-01	Business Administration Area	5218-01	Health Services Management
5001-01	Business Management	5299-02	Nuclear Medicine Technology
5002-01	Accounting	5299-04	Health Planning Assistant
5003-01	Banking	5299-05	Podiatric Assistant
5004-01	Industrial Management	5299-08	Physician's Assistant
5004-02	Statistical Associate	5301-01	Engineering Technology
5004-08	Marketing Management	5399-06	Packaging Technology
5004-09	Personnel Management	5501-01	Urban Development Assistant
5005-01	Secretarial Science	5503-01	Early Childhood Development
5010-02	Restaurant-Club Management	5505-01	Criminal Justice
5099-01	Court & Conference Reporting	5508-01	Public Administration Assistant
5103-01	Data Processing		
	Projected Programs - In Priority Order		
	Fall 1978		*Fall 1979*
5303	Drafting Technology	5399	Energy Research & Development Technologist
5099	Travel Agent Associate		
5001	Small Business Management, Option Business Management	5408	Environmental Science Technician
		5003	Insurance

ESSEX

Projected Programs - Not In Priority Order

	Fall 1980		*Fall 1981*
5399	Materials Science	5212	Optical Technology
5404	Food Science	5212	Laser-Electro-Optical Technology
5299	Dietary Technician		
5008	Communication Arts	5215	Respiratory Therapy
5213	Medical Records	5599	Juvenile Services Aide
5004	Office Management	5012	Fashion Design
5505	Forensic Science	5011	Traffic Management

Fall 1982

5012	Commercial Display	5406	Marine Operations
5205	Histotechnician	5299	Medical Photography
5205	Cytotechnician	5402	Plant Science

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PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	4,046	4,208	4,371	4,533	4,695	5,088
Instructional-Administration Humanities & Arts Library Physical Education Science-Allied Health Social Science-Counseling Center	272,360					
Greenhouse		734				
Maintenance & Operations		8,363				
Administration Annex			10,000[a]			
Career Educational Center			33,230			
Library Addition				12,704		
Site Development-Parking						

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[a] Application filed by college for federal grant under the Public Works Employment Act of 1976.

ESSEX

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$9,679,715	$8,399,126	$3,137,000	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	6,295	6,678	6,878	7,085	7,226	7,500
Cost/FTE	$1,705	$1,746	$1,822	$1,902	$2,005	$2,766
Expenditures	$10,732,975	$11,659,788	$12,531,716	$13,475,670	$14,488,130	$20,745,000

NOTE: Enrollment and expenditures are for Maryland students only.

FREDERICK COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5003-02	Property & Casualty Insurance	5302-01	Aviation Maintenance Technology
5003-03	Life Insurance		
5005-02	Secretarial Science	5310-01	Electronics Technology
5101-01	Data Processing	5312-04	Industrial Technology, Power
5202-01	Dental Assistant		
5205-01	Biomedical Laboratory Technology	5506-02	Park Operation & Management

Present Programs - Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
4910-01	Arts & Sciences Area	5208-01	Nursing Education
4960-01	Teacher Education Area	5302-01	Aviation Maintenance Technology
4970-01	Business Administration Area		
5001-01	Business Management	5310-01	Electronics Technology
5002-01	Business Accounting	5312-04	Industrial Technology, Power
5005-01	Secretarial Science	5505-01	Administration of Criminal Justice
5101-01	Data Processing		
5205-01	Biomedical Laboratory Technology	5506-02	Park Operation & Management

Projected Programs - In Priority Order

Fall 1979

HEGIS Code	*Description*
5317	Construction Technology Management
5599	Legal Assistant

Projected Programs - Not In Priority Order

HEGIS Code	*Fall 1980*	*HEGIS Code*	*Fall 1981*
5306	Automotive & Truck Service Technician	5402	Agricultural Technology
5303	Survey & Drafting Option	5506	Park Management, Wildlife Option
5003	Banking & Financial Management Option	5005	Office Administration Option
5506	Social Service Assistant	5012	Graphic Communication Option

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FREDERICK

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	745	780	816	851	886	930
Administration & Library Science Laboratory Classroom & Student Service Gymnasium Completion Building C	78,258					
Assembly Building		9,380				
Classroom & Laboratory Building I			20,000[a]			
Student Service Center			6,000[a]			
Swimming Pool			7,000			
Learning Resources Center					13,333[a]	
Lecture Hall II						2,000[a]
Classroom & Laboratory Building II						20,000[a]
Lecture Hall III						2,000[a]
Storage						200[a]
Greenhouse II						200[a]

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[a] College plans to design and construct these projects entirely with Local funds if in excess of State Guidelines for Community Colleges at time project is processed. Therefore, no State funds are projected for these facilities.

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$2,347,916	$2,108,916	$717,508	- 0 -

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FREDERICK

FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	1,680	1,730	1,800	1,872	1,947	2,100
Cost/FTE	$1,768	$1,945	$2,140	$2,354	$2,589	$3,050
Expenditures	$ 2,970,240	$ 3,364,850	$ 3,852,000	$ 4,406,688	$ 5,040,783	$ 6,405,000

NOTE: Enrollment and expenditures are for Maryland students only.

GARRETT COMMUNITY COLLEGE

PROGRAMS

HEGIS Code	*Description*	*HEGIS Code*	*Description*
Present Programs - Certificate			
5001-01	Business Technology	5403-02	Wildlife Management
5312-02	Maintenance Technology	5501-01	Human Services Technology
5401-01	Environmental & Renewable Resources		
Present Programs - Associate Degree			
4910-01	Arts & Sciences Area	5005-01	Secretarial Science
4930-01	Humanities & Social Science Area	5312-02	Maintenance Technology
4950-01	General Studies Area	5401-01	Environmental & Renewable Resources
4960-01	Teacher Education Area		
4970-01	Business Administration Area	5403-02	Wildlife Management
5004-01	Business Occupational	5501-01	Human Services Technology
		5505-01	Law Enforcement
New Program, Fall 1977 - Certificate and Associate Degree			
5206-01	Veterinary Science Technology		
Projected Programs - In Priority Order			
	Fall 1978		
5499	Mining Technology		
5003	Insurance		
Projected Programs - Not In Priority Order			
	Fall 1980		
5012	Commercial Advertising		

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GARRETT

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1972	1978
PROJECTED FTDE	206	216	225	235	245	257
Commons }						
Academic }						
Gymnasium }	47,871					
Technical Center}						
Student Service Center		4,000				
Pave Parking Lot & Drive						
Tennis Courts						
Glaze Connecting Corridor						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$915,701	$812,500	$224,000	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	575	600	600	600	600	600
Cost/FTE	$2,500	$2,555	$2,620	$2,680	$2,763	$3,067
Expenditures	$ 1,437,500	$ 1,533,000	$ 1,572,000	$ 1,608,000	$ 1,657,800	$ 1,840,200

NOTE: Enrollment and expenditures are for Maryland students only.

HAGERSTOWN JUNIOR COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5005-02	Secretarial Administration & Clerk-Typist	5505-01	Police Services
5299-01	Emergency Medical Service	5505-02	Correctional Services

Present Programs - Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
4910-01	Arts & Sciences Area	5101-01	Data Processing
4920-01	Biological & Physical Science Area	5207-01	Radiologic Technology
4930-01	Humanities & Social Science Area	5208-01	Nursing
4940-01	Engineering Area	5311-01	Electrical Engineering Technology
4960-01	Teacher Education Area	5315-01	Mechanical Engineering Technology
4970-01	Business Administration Area	5404-01	Hospitality
5002-01	Accounting & Business	5503-01	Early Childhood Instructional Aide
5004-01	Management		
5004-08	General Merchandising	5505-01	Police Services
5005-01	Executive Secretarial	5505-02	Correctional Services

Projected Programs - In Priority Order

	Fall 1978		*Fall 1979*
5501	Human Services Technology	5011	Transportation Management
		5214	Medical Secretary

Projected Programs - Not In Priority Order

	Fall 1980		*Fall 1981*
5304	Architectural Drafting Technology	5317	Construction & Building Technology
5299	Occupational Safety Technology		
5004	Agricultural Business Technology		

Fall 1982

5213	Medical Records Technology	5205	Medical Laboratory Technology

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HAGERSTOWN

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	1,120	1,171	1,222	1,273	1,324	1,391
Administration Student Center Library Science Classroom Physical Education Alteration to Career Center Alteration & Addition to Administration Addition to Physical Education	108,363					
Assembly	9,020					
Vehicle Maintenance Building		2,500[a]				
Addition to Administration						1,850

[a] College plans to submit application for federal grant under the Public Works Employment Act of 1977 and/or Title VII as a safety item.

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
		FY 1978-FY 1982	FY 1983-FY 1987
Allocated	Expended		
$2,339,120	$2,178,942	$40,000	$69,153

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HAGERSTOWN

FINANCE

Projected Full-time Equivalent Enrollment Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	1,574	1,620	1,677	1,744	1,814	2,207
Cost/FTE	$1,992	$2,071	$2,131	$2,192	$2,276	$2,905
Expenditures	$ 3,135,408	$ 3,355,020	$ 3,573,687	$ 3,822,848	$ 4,128,664	$ 6,411,335

NOTE: Enrollment and expenditures are for Maryland students only.

HARFORD COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5002-01	Accounting	5103-01	Business Computer Program
5004-06	Real Estate	5303-01	Drafting-Surveying
5004-08	Retail Management	5306-01	Automotive Engineering Technology
5005-02	Office Education		
5007-01	Photography	5310-01	Electronic Technology
5008-01	Broadcasting	5505-01	Criminal Justice
5012-03	Interior Design	5505-03	Law Enforcement

Present Programs - Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
4910-01	Arts & Sciences Area	5008-01	Broadcasting
4940-01	Engineering Area	5012-03	Interior Design
4950-01	General Studies Area	5101-01	Business Data Processing
4960-01	Teacher Education Area	5208-01	Nursing
4970-01	Business Administration Area	5306-01	Auto Engineering Technology
5002-01	Accounting	5310-01	Electronics
5004-08	Retail Management	5407-01	Science Laboratory Technology
5005-01	Office Education	5505-01	Criminal Justice

New Programs, Fall 1977 - Certificate & Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5003-03	Insurance	5301-01	Engineering Technician

Projected Programs - In Priority Order

HEGIS Code	*Fall 1978*	*HEGIS Code*	*Fall 1979*
5301	Manufacturing Technology	5008	Media Technology
5311	Electromechanical Technology	5508	Public Administration
5505	Corrections	5012	Technical Illustration
5001	Small Business Management	5213	Medical Records
5306	Automotive Technology, Apprenticeship Program	5012	Commercial Art
		5008	Television Technology
5209	Practical Nursing	5402	Horticulture Technology
5101	Data Processing, Computer Operator Option		
5003	Banking & Finance		
5004	Union Administration		
5505	Security/Loss Prevention		
5317	Air Conditioning, Refrigeration & Heating Technology		

HARFORD

Fall 1978 contd.

5506	Human Services
5299	Pharmacy Technician
5309	Photogrammetry Technology

Projected Programs - Not In Priority Order

Fall 1980

5011	Public Works Technology
5306	Automotive Parts Merchandising
5306	Recreation Vehicle Maintenance
5599	Legal Assistant

Fall 1981

5308	Welding Technology
5311	Business Equipment Technology
5307	Diesel Engineering Technology
5312	Wood Design & Fabrication Technology

Fall 1982

5008	Electronic Communications Technology
5504	Library Technical Assistant
5599	Archival Technology
5399	Machine Processing Technology
5408	Public-Environmental Health Technology

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PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	1,395	1,434	1,472	1,511	1,549	1,627
Fine Arts	165,590					
Science						
Academic						
Physical Education						
Library						
Vocational-Technical						
Administration						
Community Services						
Student Personnel						
Central Recreation						
Student Center						
Library						
Conversion of Vocational Building			10,810			
Conversion of Old Library						

HARFORD

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$4,380,861	$4,235,991	$301,860	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment
Cost Per Full-time Equivalent Student,
and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	2,780	2,880	3,031	3,173	3,316	4,031
Cost/FTE	$1,961	$1,983	$2,052	$2,120	$2,188	$2,530
Expenditures	$ 5,451,580	$ 5,711,040	$ 6,219,612	$ 6,726,760	$ 7,255,408	$10,198,430

NOTE: Enrollment and expenditures are for Maryland students only.

HOWARD COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5004-03	Housing Management	5317-03	Carpentry
5004-08	Retailing	5399-02	Biomedical Engineering
5005-02	Stenographic Clerical	5402-01	Plant Science
5101-01	Data Processing		

Present Programs - Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
4910-01	Arts & Sciences Area	5005-01	Secretarial Science
4950-01	General Studies Area	5101-01	Data Processing
4960-01	Teacher Education Area	5208-01	Nursing
4970-01	Business Administration Area	5212-01	Vision Care Technology
5002-01	Accounting	5310-01	Electronics Technology
5004-01	Business Management	5399-01	Biomedical Engineering Technology

Projected Programs - In Priority Order

HEGIS Code	*Fall 1978*	*HEGIS Code*	*Fall 1979*
5299	Sonography (Ultrasound Technology)	5317	Carpentry, Remodeling
		5004	Wholesale Distribution
5007	Photography, Medical	4910	Performing Arts
5317	Air Conditioning	5299	Pharmacy Technology
4910	Computer Science		

Projected Programs - Not In Priority Order

HEGIS Code	*Fall 1980*	*HEGIS Code*	*Fall 1981*
4920	Medical Technology	5317	Solar Energy Applications
5312	Building Maintenance	5206	Small Animal Assistant
5310	T.V. & Sound Maintenance	5306	Truck Operating & Maintenance
5314	Instrumentation Technology		

Fall 1982

5404	Food Service	5202	Dental Assisting
5303	Industrial Drafting		

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HOWARD

PHYSICAL FACILITIES

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	849	889	928	968	1,008	1,060
Classroom, Laboratories, & Library, Nursing Education	65,380					
Outdoor Athletic Facilities & Gymnasium	25,096					
Communication Arts	28,609					
Alterations to existing building to convert to Learning Resources Center						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$4,274,528	$3,544,964	$187,101	- 0 -

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FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	1,680	1,827	2,013	2,199	2,385	3,300
Cost/FTE	$1,995	$2,116	$2,243	$2,377	$2,520	$3,315
Expenditures	$ 3,351,600	$ 3,865,932	$ 4,515,159	$ 5,227,023	$ 6,010,200	$10,939,500

NOTE: Enrollment and expenditures are for Maryland students only.

MONTGOMERY COMMUNITY COLLEGE

PROGRAMS

Rockville Campus

Present Programs - Certificate

HEGIS Code	*Description*
5005-02	Secretarial
5010-02	Food Management
5104-01	Computer Operator
5503-01	Instructional Aide
5503-03	Child Care Aide
5505-02	Corrections
5507-01	Fire Science

Present Programs - Associate Degree

HEGIS Code	*Description*
4910-01	Arts & Sciences Area
4920-01	Biological & Physical Science Area
4930-01	Humanities & Social Science Area
4940-01	Engineering Area
4950-01	General Studies Area
4960-01	Teacher Education Area
4970-01	Business Administration Area
5002-01	Accounting
5004-01	Management
5005-01	Secretarial
5008-01	Radio & T.V. Broadcasting
5009-01	Printing Technology
5010-01	Hotel-Motel Management
5010-02	Food & Beverage Management
5012-05	Advertising Art
5103-01	Computer Science & Technology
5105-01	Computer Technician
5301-01	General Engineering
5304-01	Architecture & Construction
5309-01	Civil Engineering
5310-01	Electronics
5315-01	Mechanical Engineering
5505-01	Criminal Justice
5506-01	Recreation Leadership
5507-01	Fire Science
5508-02	Geography, Cartography, & Community Planning

Projected Programs - In Priority Order

Fall 1978

HEGIS Code	*Description*
5306	Automotive Technology
5317	Construction Management

Fall 1979

HEGIS Code	*Description*
4910	Oral Communications
4910	International Baccalaureate

Projected Programs - Not In Priority Order

Fall 1980

HEGIS Code	*Description*
5299	Speech Pathology, Paraprofessional
5503	Child Care Aide, AA
5501	Cultural Resources Technician
5599	Gerontology

MONTGOMERY

Takoma Park Campus

Present Programs - Certificate

5005-02	Secretarial
5202-01	Dental Assisting
5214-01	Medical Assistant

Present Programs - Associate Degree

4910-01	Arts & Sciences Area
4920-01	Biological & Physical Science Area
4930-01	Humanities & Social Science Area
4940-01	Engineering Area
4950-01	General Studies Area
4960-01	Teacher Education Area
4970-01	Business Administration Area
5005-01	Secretarial
5103-01	Computer Science & Technology
5202-01	Dental Assisting
5204-01	Dental Laboratory Technology
5205-01	Medical Laboratory Technician
5207-01	Radiologic Technology
5208-01	Nursing
5214-01	Medical Assistant
5216-01	Mental Health Associate

Projected Programs - In Priority Order

Fall 1979

5099	Legal Assisting

Projected Programs - Not In Priority Order

Fall 1980

5203	Dental Hygiene

Germantown Campus

Projected Programs - In Priority Order

Fall 1978

5311	Electromechanical Technology
5004	General Merchandising

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MONTGOMERY

PHYSICAL FACILITIES

Rockville Campus

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	4,950	4,950	4,950	4,950	4,950	4,950
Academic }	410,432					
Administration }						
Student }						
Science }						
Gymnasium }						
Technical }						
Library }						
Additional Parking						

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
		FY 1978-FY 1982	FY 1983-FY 1987
Allocated	Expended		
$8,642,508	$8,625,684	- 0 -	- 0 -

Takoma Park Campus

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	1,750	1,750	1,750	1,750	1,750	1,750
Classroom-Laboratory & Office Clusters	39,367[a]	9,613[b]				
Addition to Science}	49,920					
Addition to Library}						
Alteration to Science	13,333					
Alteration to Library	6,734					
Student Service Center	16,365[c]					
Physical Education	28,840					
Assembly						10,200[b]

See next page for footnotes.

MONTGOMERY

[a] Of this space, 6,858 square feet will be financed with Local funds.

[b] College plans to design and construct these projects entirely with Local funds.

[c] Of this space, 6,441 square feet will be financed with Local funds.

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$5,250,000	$3,852,627	- 0 -	- 0 -

Germantown Campus

Projected Net Assignable Square Feet and Projected Full-time Day Equivalent Enrollment for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	902	1,291	1,681	2,070	2,459	2,920
Classroom		17,203				
Laboratory		26,544				
Office		20,763				
Study		13,347				
Physical Education		22,000				
Audiovisual, Television, Learning Resources		1,146				
Student Service		7,408				
Support		4,798				

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$4,640,157	$1,232,027	$630,000	- 0 -

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MONTGOMERY

FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	8,933	9,120	9,300	9,550	9,850	11,260
Cost/FTE	$2,459	$2,576	$2,719	$2,853	$2,972	$3,282
Expenditures	$21,966,247	$23,493,120	$25,286,700	$27,246,150	$29,274,200	$36,955,320

NOTE: Enrollment and expenditures are for Maryland students only.

PRINCE GEORGE'S COMMUNITY COLLEGE

PROGRAMS

Present Programs - Certificate

HEGIS Code	*Description*	*HEGIS Code*	*Description*
5004-06	Real Estate	5104-01	Computer Operations
5005-02	Secretarial & Clerk-Typist	5317-01	Residential Construction
5103-01	Computer Programming	5503-03	Day Care

Present Programs - Associate Degree

HEGIS Code	*Description*	*HEGIS Code*	*Description*
4910-01	Arts & Sciences Area	5213-01	Medical Records Technology
4930-01	Humanities & Social Science Area	5215-01	Respiratory Therapist
4940-01	Engineering Area	5216-01	Human Services-Mental Health
4950-01	General Studies Area	5299-02	Nuclear Medicine Technology
4960-01	Teacher Education Area	5301-01	Mechanical Engineering Technology
4970-01	Business Administration Area	5303-01	Drafting Technology
5001-01	Business Management-Administrative Assistant	5309-01	Civil Engineering Technology
5002-01	Accounting	5310-01	Electronic Engineering Technology
5004-06	Real Estate	5311-01	Electrical Engineering Technology
5004-08	Marketing Management	5312-01	Industrial Engineering Technology
5005-01	Secretarial Science	5503-03	Child Care Assistant
5101-01	Computer/Data Processing	5505-01	Law Enforcement
5202-01	Dental Assistant	5506-01	Recreation Leadership & Parks
5205-01	Medical Laboratory Technology	5507-01	Fire Science Technology
5207-01	Radiologic (X-Ray) Technology		
5208-01	Nursing		

New Programs, Fall 1977 - Associate Degree

HEGIS Code	*Description*
5306-01	Automotive Technology

Projected Programs - In Priority Order

	Fall 1978		*Fall 1979*
4910	Technical Writing & Communication	4970	Public Administration
5012	Fashion Design	5010	Hotel-Motel Management
5012	Advertising Art Technology	5009	Reprographic-Printing Technology
5399	Energy Development Technology	5003	Bank, Financial & Management
5299	Emergency Medical Technician	5599	Para-Legal

PRINCE GEORGE'S

Projected Programs - Not In Priority Order

Fall 1980		*Fall 1981*	
4930	Geo-Urban Planning & Administration	5314	Music Equipment Repair Technology
5508	Personnel Assistant	5099	Court Reporting
5011	Transportation Technology		
5003	Insurance		

Fall 1982

5302	Aero-Space-Aviation Technology

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PHYSICAL FACILITIES

Largo Campus

Projected Net Assignable Square Feet
and Projected Full-time Day Equivalent Enrollment
for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	5,461	5,724	5,982	6,239	6,497	4,990
Administration & Library Classroom & Science Technology Auditorium & Office Gymnasium Student Service Center Classroom Building	300,356					
Learning Resource Center		53,760				
Science Addition					15,084	
Physical Education Addition					22,575	
Alteration to Bladen Hall						

Bond Authorizations FY 1961 - FY 1977 Allocated	Bond Authorizations FY 1961 - FY 1977 Expended	Projected Bond Requirements FY 1978-FY 1982	Projected Bond Requirements FY 1983-FY 1987
$8,965,025	$8,169,892	$5,300,000	- 0 -

PRINCE GEORGE'S

Clinton Campus

Projected Net Assignable Square Feet
and Projected Full-time Day Equivalent Enrollment
for Facilities Planning

FISCAL YEAR	1978	1979	1980	1981	1982	1987
PROJECTED FTDE	-	-	-	-	-	1,100
Site Development						
Learning Resources Center, Classroom, & Administration Facility						80,000

Bond Authorizations FY 1961 - FY 1977		Projected Bond Requirements	
Allocated	Expended	FY 1978-FY 1982	FY 1983-FY 1987
$685,000	$685,000	- 0 -	$3,136,000

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FINANCE

Projected Full-time Equivalent Enrollment,
Cost Per Full-time Equivalent Student,
and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	9,947	11,319	12,017	12,970	13,215	16,650
Cost/FTE	$1,689	$1,773	$1,862	$1,955	$2,052	$2,583
Expenditures	$16,800,483	$20,068,587	$22,375,654	$25,356,350	$27,117,180	$43,006,950

NOTE: Enrollment and expenditures are for Maryland students only.

WOR-WIC TECH COMMUNITY COLLEGE

PROGRAMS

HEGIS Code	*Description*	*HEGIS Code*	*Description*
	Present Programs - Certificate		
5005-02	Secretarial Science	5010-01	Hotel-Motel Management
	Present Programs - Associate Degree		
4910-01	Arts & Sciences Area	5005-01	Secretarial Science
5001-01	Business Management	5010-01	Hotel-Motel Management
5002-01	Accounting	5505-01	Law Enforcement
5004-08	Retail Management		
	New Programs, Fall 1977 - Certificate		
5209-01	Practical Nursing	5317-03	Carpentry
5306-01	Automotive Services Technology		
	New Programs, Fall 1977 - Associate Degree		
5004-08	Wholesale Distribution		
	Projected Programs - In Priority Order		
	Fall 1978		*Fall 1979*
5208	Nursing	5003	Banking
		5207	Medical X-Ray Technology
		5303	Drafting Technology
		5308	Welding Technology
		5406	Marine Technology
		5408	Environmental Technology
	Projected Programs - Not In Priority Order		
	Fall 1980		
5011	Transportation Technology		
5101	Data Processing Technology		
5212	Optometric Technology		

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PHYSICAL FACILITIES

None contemplated.

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WOR-WIC TECH

FINANCE

Projected Full-time Equivalent Enrollment, Cost Per Full-time Equivalent Student, and Current Operating Expenses

FISCAL YEAR	1978	1979	1980	1981	1982	1987
FTE	345	400	425	450	470	650
Cost/FTE	$2,000	$2,000	$2,000	$2,000	$2,000	$2,200
Expenditures	$ 690,000	$ 800,000	$ 850,000	$ 900,000	$ 940,000	$ 1,430,000

NOTE: Enrollment and expenditures are for Maryland students only.

VIII. STATUS OF PROPOSALS SUBMITTED

The *Executive Planning Process Guidance Manual* defines a proposal as a plan submitted to deal with a problem for which there is inadequate agency authority or resources. Since no special proposals were made during fiscal year 1977, this chapter is not currently applicable to the State Board for Community Colleges. See Chapter VI.

IX. PLANS FOR EVALUATION

Planning, coordination, service, and leadership are the four major functions of the State Board for Community Colleges. Within these functions the State Board has the responsibility for evaluating the effectiveness with which the community colleges and the State Board pursue the goals and objectives in this Plan. This evaluation responsibility is shared by the State Board with the community colleges.

The State Board for Community Colleges has staff assigned in the areas of instructional programs, finance, facilities, continuing education, student services, planning, and research. The staff coordinates evaluation of these areas with their counterparts on the individual campuses through Statewide groups. These groups, which include the community college Program Development Council, the Business Officers, the Facilities Planning Committee, the Dean of Students, the Academic Deans, the Occupational Deans, the Institutional Research Group, Data Processing Managers, and the Affirmative Action Officers, have developed evaluation mechanisms within their areas of responsibility. These mechanisms provide criteria for measuring the services of the community colleges and the State Board for Community Colleges.

The following is a description of the evaluation systems utilized by the State Board for Community Colleges in measuring progress toward selected objectives. Some objectives are not included because the evaluation is inherent in the objective. For example, Objective 1.1 speaks of submitting a report to the Governor and the General Assembly. This objective will be achieved when the report is submitted. Other objectives are not included because the evaluation process has not been developed.

Objective 2.1

By 1980, community college enrollment will reflect the same racial composition that exists within the community college service area.

Evaluation

The *Maryland Plan for Completing the Desegregation of the Public Postsecondary Education Institutions in the State*, published in June 1974, contains the evaluation mechanisms for determining progress toward this objective. The plan requires that the community college segment maintain accurate data about the racial characteristics of its student body and personnel. Progress reports on the stated objective must be filed semiannually with the Office of Civil Rights, Department of Health, Education, and Welfare. Failure to comply could result in a loss of federal funds. The data base for these progress reports includes the following categories:

Students

- Enrollment by class of each institution;
- Enrollment by major area of study or program;
- Enrollment by part-time and full-time status;
- Retention statistics at various levels, that is, by major programs, institution, segments;
- Graduation results for each major program at each institution, including designation of type of degree(s);
- Distribution of financial aid to include amounts, duration, and percentage of each component of a typical package;
- Transfer data among the public higher education institutions;
- Financial aid with breakdown of types, for example, grants, scholarships, loans, and work-study.

Faculty, Administrators, and Classified Employees

- Designation by rank (lecturer, instructor, assistant professor, associate professor, and professor) and both the median and average salaries of full-time employees for each institution;
- Part-time and full-time designation;
- Length of service within each rank (faculty only);
- Number of tenured faculty;
- Program and/or departmental affiliation (faculty only);
- Academic certification, that is, level of education (faculty only);
- Termination information.

Objective 2.2

Maryland community colleges will continue to attract an increasingly diverse student population.

Evaluation

Information about the sex and part-time status of students will be collected on State Board for Higher Education and HEGIS forms, stored and edited by computer, and printed by colleges and Statewide. Information about students' age status will also be collected.

Objective 2.4

Community colleges in suburban areas should move expeditiously to implement their facilities requirements.

Evaluation

1. In 1975, the State Board of Public Works approved a revision of the *Space Allocation Guidelines for the Administration and Development of Construction Projects for the Public Junior or Community Colleges in the State of Maryland* which enables the State Board for Community Colleges and other appropriate State agencies to determine the eligibility of construction proposals. These guidelines include criteria for the design and construction of classrooms, laboratories, offices, study space, special use facilities, general use facilities, support facilities, and site development.

2. A community college capital construction weighted ranking system has been developed which provides for the allocation of State funds to support community college capital construction projects in order of highest priority. The system utilizes 30 indices in determining project priority for allocation of State funds.

3. The State Board for Higher Education has developed an enrollment projection model which annually provides community college enrollment projections for facilities planning purposes. These are the official State projections for facilities planning as required by the community college facilities construction guidelines.

Objective 3.1

Community colleges will continue to provide access to baccalaureate institutions by offering high-quality transfer programs.

Evaluation

1. A Statewide follow-up study was conducted of all students who entered a community college for the first time in Fall 1972. The study found:

- The percentage of students who transferred to a four-year college or university;
- The student's grade point average at the transfer institution;
- The number of credits lost in transferring;
- The students' degree of satisfaction with their preparation for transfer work.

All of the above was printed for each community college and as a Statewide total. All follow-up data is stored and analyzed on the computer. Similar studies were conducted about students who entered a community college in Fall 1970 and Fall 1971.

2. Procedures for the exchange of student information among institutions were approved by the Maryland Council for Higher Education in 1973. The procedures have not been implemented pending a legal opinion about their impact on confidentiality. If the student data exchange should become operational, it will assist in the evaluation of transfer programs.

Objective 3.3

Community colleges will continue to provide adult and continuing education, community and public service programs within the college service area.

Evaluation

The State Board for Community Colleges will review the title, description, and objectives of each continuing education course submitted for State aid. If the course is determined to be "recreational," it will not be subsidized with State aid. Records for each course and its enrollment will be kept on the computer for efficient access and analysis of data.

Objective 4.1

Community colleges will continue to increase access to high-quality occupational programs in response to local, regional, and State manpower requirements.

Evaluation

1. Information about enrollment and graduations in occupational programs will be collected on State Board for Higher Education and HEGIS forms, stored and edited by computer, and printed by colleges and Statewide. The Statewide follow-up study of Fall 1972 entering students found:

- The percentage of students who were employed, full-time and part-time;
- The location of employment;
- Initial annual salary after leaving the community college and present salary;
- Relationship of educational program to job;

- Students' report of how much the college program assisted in increasing theoretical understanding, job skills, obtaining a job, and obtaining salary increases and/or promotions.

All of the follow-up data was stored and analyzed on the computer and printed for each college and Statewide. Similar studies were conducted about students who entered a community college in Fall 1970 and Fall 1971.

2. The Quantitative Program Data Monitoring System shows projected and actual enrollment, program completions, job placement, and salary for each program for each college. Ultimately, cost analysis information will be added.

3. *The System for the Evaluation of Career Programs in the Community Colleges* provides a mechanism for assessing the quality of existing career programs in Maryland community colleges. Criteria included in the manual are:

- The program objective phase which includes the mission of the college, the needs of the community, and the goals of the student which are compared to the stated objectives of the program;
- The program process phase which determines whether or not the instructional process supports the program objectives;
- The program installation phase which determines if the staff, students, facilities, equipment, and materials are adequate to meet the stated objectives;
- The program outcome phase which determines the number of graduates, completions, and placements;
- Program cost benefit phase which measures program costs in relation to benefits received.

Objective 6.2

To determine the most efficient means of allocating available resources for the operation of Maryland community colleges.

Evaluation

A discipline cost analysis system, developed jointly by the colleges and the State Board for Community Colleges, is being used to determine discipline costs for each institution. These data will be used by the State Board in its studies of funding models for community college operating budgets.

X. HIGHLIGHTS OF PROGRESS 1973-1977

In 1973, the State Board for Community Colleges prepared the first *Statewide Master Plan for Community Colleges in Maryland*. This Plan outlined fifty-three major recommendations designed to improve the effectiveness and efficiency of community colleges in Maryland. Since 1973, the State Board has consistently updated the Master Plan and has revised its format to conform to the Executive Planning Process as mandated by the Governor.

Following is a summary of the Highlights of Progress achieved by the community college system during the past five years within each major goal in the Master Plan.

GOAL 1 - TO COORDINATE AND ASSIST IN THE DEVELOPMENT OF A HIGH-QUALITY COMMUNITY COLLEGE SYSTEM

- Developed and published four *Statewide Master Plan for Community Colleges in Maryland* updates;
- Developed and published an *Operational Policies and Bylaws* manual;
- Developed and published a community college *Financial Guidelines and Procedures Manual*;
- Developed and published a community college *Construction Procedures Manual* which contains Space Allocation Guidelines for the Administration and Development of Construction Projects for Community Colleges;
- Developed and published the community college *Program Proposal Manual*;
- Developed and published procedures for the review of continuing education courses for State funding;
- Published a monthly State Board for Community Colleges *Bulletin*;
- Developed and published criteria for the designation of Statewide and regional programs;
- Developed and published systemwide affirmative action plan;
- Conducted the first self-study of a State higher education agency;
- Annually conducted a series of projects designed to improve occupational education in Maryland;

- Conducted and administered three Statewide student follow-up studies.

GOAL 2 - TO PROVIDE EQUAL ACCESS TO COMMUNITY COLLEGES FOR ALL MARYLAND CITIZENS

- Community college full-time credit enrollment increased from 23,301 to 28,954 since 1972;
- Community college part-time credit enrollment increased from 28,963 to 51,001 since 1972;
- Total community college credit enrollment increased from 52,264 to 79,955 since 1972;
- Thousands of Maryland citizens participated in self-supporting community service activities;
- Black student enrollment increased from 7,120 to 14,830, an increase of 108 percent;
- Total credit enrollment of women increased from 23,875 to 42,517, an increase of 78 percent;
- In Fall 1976, Wor-Wic Tech Community College opened as a "college without walls" on the Eastern Shore; it serves the counties of Worcester and Wicomico: cooperative arrangements have also been established with Dorchester and Somerset Counties during the initial years of operation;
- The Germantown campus of Montgomery Community College is currently being built to meet the increased need for community college services in Montgomery County;
- The Carroll County branch of Catonsville Community College opened in Fall 1976;
- The Harbor Campus of the Community College of Baltimore opened in Fall 1976 to serve the educational needs of the inner city citizens;
- An occupational educational needs study was conducted in St. Mary's County in 1976 recommending the development of postsecondary occupational services;
- The Statewide net assignable square feet (NASF) has increased from 2,051,572 NASF in 1972 to 2,799,201 NASF in September 1976;
- Community college physical plant assets rose from $96,128,671 to $190,030,260 during the same time;
- All Maryland community colleges now have formal affirmative action programs to promote equal educational and employment opportunities;

- In Fall 1976, there were 587 senior citizens attending Maryland community colleges;

- The Maryland community colleges offer 43 non-credit courses and many credit courses specifically designed for the handicapped student: the colleges are also making the necessary facilities modifications to facilitate the handicapped students access to buildings.

GOAL 3 - TO PROVIDE HIGH-QUALITY, COMPREHENSIVE TRANSFER AND CONTINUING EDUCATION PROGRAMS AND SERVICES

- A follow-up study of all first-time entering Fall 1972 students conducted in 1976 indicated that 53 percent of the students who transferred lost no credit hours in the process;

- Of the students who transferred, 53 percent indicated that their grade point average was "B" or better at the transfer institution;

- Of the students who transferred, 90 percent indicated that they were satisfied with the quality of the preparation given to them by the community college;

- Continuing education registrations increased from 32,165 to 65,798 since 1972.

GOAL 4 - TO OFFER A COMPREHENSIVE SELECTION OF CAREER PROGRAMS, COURSES, AND STUDENT SUPPORT SERVICES TO AID THE HUMAN AND MANPOWER NEEDS OF THE STATE AND ITS COMMUNITIES

- Enrollment in occupational programs has increased from 18,459 students in 1972 to 31,671 students in 1976;

- Certificates awarded in community colleges increased from 93 in 1972 to 626 in 1976;

- In the follow-up study of all first time entering students in Fall 1972, the following information was obtained:

    - Of the students whose educational goal was career development, 74 percent were employed full-time;

    - Among all respondents, regardless of educational goal, 71 percent were employed (55 percent full-time, 16 percent part-time);

    - Of the respondents who were enrolled in career programs and who were employed full-time 73 percent held jobs that were related to their specific community college program.

GOAL 5 - TO ANALYZE CURRENT AND POTENTIAL SERVICES TO LOCAL COMMUNITIES AND RECOMMEND THOSE MOST PROMISING FOR SYSTEMWIDE DEVELOPMENT

This goal first appeared in the 1976 Master Plan (*Statewide Master Plan for Community Colleges in Maryland Fiscal Years 1977-1986*).

- A comprehensive cost benefit analysis and economic impact study of community colleges in Maryland on their respective communities, including a focus on the effect of educational programs on State and local revenues will be conducted.

GOAL 6 - TO INCREASE THE EFFICIENCY OF COMMUNITY COLLEGE OPERATIONS WITHOUT IMPAIRING THE QUALITY OF SERVICES

- A project testing the System for the Evaluation of Career Programs in Maryland Community Colleges was conducted with the results shared with all Maryland community colleges;
- The quantitative program data monitoring system was developed and implemented to assist community colleges evaluate the quality of career programs;
- Community colleges regularly evaluate the quality of instruction of each faculty member and inform the faculty member of the basis of the evaluation;
- The Maryland community colleges deleted 35 full programs and seven options to programs which no longer meet State needs and objectives;
- A discipline cost analysis system was developed and is currently implemented in fourteen colleges;
- The State Board conducts an annual institutional post audit analysis of each community college based upon established policies and guidelines;
- Energy management systems have been installed at several community colleges.

ANNOTATED CODE OF MARYLAND

ARTICLE 77A

HIGHER EDUCATION

COMMUNITY COLLEGES

Section 1. ESTABLISHMENT; POWERS OF BOARD OF TRUSTEES; ENROLLMENT OF EMPLOYEES AND PERSONS OVER SIXTY WITHOUT PAYMENT OF TUITION.

(a) Authority to establish and maintain; board of trustees. There is a board of community college trustees in each county having a community college and in Baltimore City. The boards shall be appointed as provided in this Article. If the government of a county not having a community college desires to create a community college in the county, it shall notify the State Board for Higher Education, the State Board for Community Colleges, and the Governor of its desire. Upon the recommendation of these boards, the Governor shall appoint a board of community college trustees for the county. Subject to the provisions of Sections 8, 31, 32, and 32A of this Article, the boards of community college trustees with the approval of the State Board for Higher Education, acting upon the recommendation of the State Board for Community Colleges, may establish and maintain one or more community colleges in their respective subdivisions and exercise the following powers;

(b) General control; records; rules and regulations. To maintain and exercise general control over the community college to keep separate records and minutes and to adopt reasonable rules, bylaws, or regulations to effectuate and carry out the provisions of this subtitle.

(c) President; faculty and other employees. To appoint president of the community college and to fix the salaries and tenure of the president, faculty, and other employees. The president shall report directly to the board and recommend the appointment by the board of qualified faculty personnel and such other employees as being necessary for its efficient administration. He shall recommend the discharge of such employees for good cause provided those with tenure shall have reasonable notice of the grounds for their dismissal and an opportunity to be heard. He shall be responsible for the conduct of the college and for the administration and supervision of its departments.

(d) Acquisition of property. To purchase, lease, condemn, or in any other manner acquire real and personal property deemed necessary by the board of trustees for the operation of the community college.

(e) *Disposition of assets*. To sell, lease, or in any other manner, dispose of community college assets, real or personal, at public or private sale provided that the president of the community college and the chairman of the board of trustees are authorized to execute legal conveyances and other documents pursuant to an appropriate resolution of the board of trustees.

(f) *Utilizing facilities of board of education*. To utilize, if permission is duly granted, any land, buildings, personal assets, or other facilities of the board of education of the county or Baltimore City.

(g) *Receipt of funds; acceptance of gifts*. To receive local, State, and federal funds to defray the cost of the college program authorized by this subtitle and to accept both conditional and unconditional gifts, as the case may be, from private persons.

(h) *Entrance requirements; curricula*. To determine entrance requirements and to approve curricula, subject to minimum standards fixed by the State Department of Education until June 30, 1969 and thereafter by the State Board for Community Colleges. If such minimum standards are not met, no certificate of approval shall be issued by the State Department of Education or the State Board for Community Colleges.

(i) *Student fees*. To charge reasonable fees to students with a view to making college education available at low cost to all qualified persons.

(j) *Enrollment of employees without payment of tuition*. Full-time classified employees of community colleges may enroll during their nonworking hours, without tuition charge, for classes offered by their community college which have at least ten (10) regularly enrolled students. Such employees shall not be included in the computation of full-time equivalent students for the purposes of funding.

(j-1) *Enrollment of persons over sixty without payment of tuition*. The board of trustees of a community college may waive the tuition charge of a person who has attained the age of 60 years and who is a resident of the State for enrollment in the community college for any class offered by that community college which has at least ten regularly enrolled students. Those persons shall be included in the computation of full-time equivalent students for the purpose of funding under Section 7 of this Article.

(k) *Agreements or contracts*. To enter into agreements or contracts with any person, firm, or corporation, or with any county, State, federal, or governmental agencies which are deemed by the board of trustees to be necessary or advisable to the establishment, maintenance, and operation of the community college.. This power includes agreements between or among the counties and Baltimore City, their county commissioners or councils, and boards of trustees designed to create and support a community college for two or more counties or Baltimore City.

(l) *Use of land, buildings, etc., in connection with secondary or vocational education program*. To permit the board of education of the county or Baltimore City, as the case may be, to utilize the lands, buildings, and any other facilities of the community colleges in connection with any program of secondary or vocational education administered by said board of education, subject, however, until June 30, 1969 to the prior approval of the State Superintendent of Schools and thereafter of the State Board for Community Colleges.

(l-1) Suits. To sue and be sued.

(m) Garrett county. In Garrett County the board of education, upon a determination to establish a community college and the adoption of an appropriate resolution thereon, shall notify the county commissioners of such determination. The county commissioners may elect, within sixty (60) days from receipt of such notification, to submit the question of whether to establish a community college to the qualified voters of Garrett County at the next general election or at a special election called for that purpose. The board of education shall be authorized and directed to proceed with the establishment of a community college in the event that county commissioners elect not to submit such question to the voters but take no official action against such proposal within the time specified or in the event that the county commissioners elect to submit the question to the voters and the same is approved.

Section 2. REGIONAL COMMUNITY COLLEGES.

(a) Authority to establish. Subject to the provisions of Sections 31, 32, and 32A of this Article, the State Board for Community Colleges may establish regional community colleges for two or more counties or for one or more counties and Baltimore City, subject, however, to the prior approval of the county commissioners, county councils, or city council, as the case may be, for each county (or Baltimore City) to comprise the region and to support such regional community college.

(b) Board of trustees-generally. If, pursuant to subsection (a), a regional community college is created for two or more counties or for one or more counties and Baltimore City, the members of the boards of community college trustees of each county (or Baltimore City) comprising the region, and supporting said regional community college shall constitute a board of trustees for the purpose of administration over said regional community college and said board of trustees shall possess all of those powers enumerated in Section 1 of this subtitle. Whenever the participating counties have different numbers of members on their respective boards of community college trustees, representation on the board of trustees of the regional community college for any county shall be limited to the number of members on the smallest county board, and whenever any county's membership on the board of trustees is less than the number of its board members, the board of community college trustees for such county shall elect from its membership those who shall serve on the board of trustees provided that the maximum number of members on the board of trustees shall never exceed twelve with an equal number from each participating county. If a county within the region does not have a board of community college trustees, the county's representation on the regional community college board of trustees shall be selected by, and from among the members of, the county board of education. However, upon application of the county government, the Governor shall appoint the trustees to serve from that county.

(c) Same--Chairman; secretary and treasurer. The board of trustees of each regional community college shall annually elect a chairman from among its membership and shall select some qualified person or persons as secretary of the board and treasurer of the board.

(d) Same--Ex officio members. The county superintendent of schools (or, as to Baltimore City, the superintendent of public instruction) of each political subdivision within the region shall be ex officio members and shall attend all meetings of the board of trustees of the regional community college but shall not vote.

(e) Applicability of subtitle provisions. Except to the extent that they are inconsistent with the provisions of this section, all other provisions of this subtitle shall apply to regional community colleges.

Section 3. APPOINTMENT OF NEW BOARD OF TRUSTEES FOR REGIONAL COMMUNITY COLLEGES.

(a) Any regional board created pursuant to Section 2 which wishes to be divested of its responsibility for the management and control of the regional community college under its supervision may request the Governor to appoint a new board of trustees for said community college.

(b) Upon the request of a board of trustees as provided in subsection (a) of this section, the Governor shall appoint with the advice and consent of the Senate a new board of trustees for the said regional community college. The said board shall consist of seven members to be appointed by the Governor with the advice and consent of the Senate from time to time. Of the seven members appointed (i) one member shall be appointed from the board of education (or board of school commissioners) of each political subdivision in the region and (ii) five members shall be appointed for initial terms of from one to five years respectively and two members shall be appointed for initial terms of six years each. The terms of office of the members of any regional board appointed by the Governor shall commence on July 1 of the year of appointment by the Governor. If any regional board has been created prior to July 1, 1969 and the terms of its members expire on a date other than June 30, the terms of such members shall be extended to the June 30 following the original expiration date of such appointment. A majority of the board shall not be members of the local boards of education (or board of school commissioners) and, to effect this result and achieve an odd number of board members, the Governor may increase the size of the regional board.

Section 3A. BOARD OF TRUSTEES OF CHESAPEAKE COLLEGE; AUDIT.

(a) Board established. Notwithstanding the provisions of Sections 2(b) and 3 of this Article, there is a board of trustees consisting of eight members appointed by the Governor with the advice and consent of the House of Delegates to control, supervise, and guide the Chesapeake College. The provisions in Sections 2(d) and (e) of this Article do not apply to this section.

(b) Composition. The membership consists of two residents from each of the four counties comprising the region which the college serves.

(c) Terms. The term of membership is four years, except that, of the original appointees, four members, one from each county, are to serve a two-year term and four members, one from each county, are to serve a four-year term. A member serves until his successor is appointed and qualified. An appointment to a vacancy in an unexpired term is limited to the remainder of that term. A member may be appointed to successive terms.

(d) Compensation and expenses. The members serve without compensation, but they shall be paid their reasonable and necessary expenses while engaged in the discharge of their official duties.

(e) Powers; applicability of subtitle. The board possesses the powers enumerated in Section 1 of this Article. Except to the extent that they are inconsistent with the provisions of this section, all other provisions of this subtitle apply to the board of trustees of Chesapeake College and to the Chesapeake College.

(f) Audit by Legislative auditor. The joint budget and audit committee may direct the Legislative auditor to undertake an examination of the books and accounts of the college. Copies of the report of the Legislative auditor shall be made available to the board and to the governing bodies of the four counties comprising the region. The examination shall be conducted pursuant to Sections 71A through 71E of Article 40 of this Code.

Section 4. DEFINITIONS.

For the purposes of this subtitle:

(a) Community college. A community college is defined as an institution of higher education offering the equivalent of freshman and sophomore years of college work and at least one two-year program of post high school education and performing one or both of the following functions:

(1) Offering terminal, vocational, technical, and semiprofessional programs; or

(2) Offering terminal nontechnical programs.

(b) Regional community college. A regional community college is defined as a community college established for and supported by two or more counties or one or more counties and Baltimore City. "Community college," as used in this subtitle, shall be construed to include any regional community college unless by context a contrary construction is clearly intended.

Section 5. SECRETARY AND TREASURER OF BOARD OF TRUSTEES; BUDGETS AND LONG-TERM CAPITAL PROGRAM; SEAL; CHAIRMAN; EXCEPTION AS TO LOCAL BOARD OF COMMUNITY COLLEGE TRUSTEES; PARTICIPATION BY PROFESSIONAL AND CLERICAL EMPLOYEES IN TEACHERS' RETIREMENT SYSTEM.

(a) Except for regional community colleges, the county superintendent of schools (and in Baltimore City the superintendent of public instruction) shall serve as secretary and treasurer to the board of trustees. The president of the community college shall attend all meetings of the board except those involving his personal position as president. Except for regional community colleges, the board of trustees, the secretary-treasurer, and the president of the community colleges are charged with the preparation of the annual budget, its presentation to the county commissioners, county council, or the board of estimates of Baltimore City, and the receipt and expenditures of budgeted funds under an adequate accounting system subject to review by the auditor of the county or of Baltimore City, as the case may be: they shall prepare and present to the local governing body an annual operating budget which shall contain a statement of all revenues, including surpluses, if any estimated for the ensuing fiscal year, classified so as to show all revenues by funds and sources of income and a statement of all expenditures requested for the ensuing fiscal year, including capital expenditures with whatever other supporting data may be required by local fiscal authorities. They shall also prepare an annual capital budget; and when required by charter, local law, ordinance, or regulation, an annual long-term capital improvement program which shall contain a statement of all revenues and expenditures and be in accordance with local fiscal procedures to the extent local fiscal procedures are not inconsistent with State law. Notwithstanding other provisions of this subtitle, the budget of a community college and regional community colleges shall be subject to review and approval, including reduction therein, authorization and appropriation by the local governing body of the county or counties or Mayor and City Council of Baltimore in accordance with the provisions of the charter, local law, ordinance, or other local regulation relating to the budget and appropriation of funds to the extent charter, local law or ordinance, or regulation are not inconsistent with State law. For regional community colleges, the governing bodies of the participating counties shall act in concert and shall jointly consider the budget of that regional community college. The approval of at least fifty-one percent (51%) of the counties participating in the regional community college shall be required before all the participating counties approve the budget, and such action shall be binding on all the participating counties. Each community college shall submit its budget, including personnel detail, to the State Board for Community Colleges for informational purposes. The board of trustees shall be styled "The board of trustees of .... community (or junior) college" and it may adopt a corporate seal. Except for regional community colleges, the chairman of the board of education or the board of school commissioners is the chairman of the board of trustees.

(a-1) In the event that a new local board of trustees is created pursuant to Section 9 of this Article, then the provisions of subsection (a) of this section shall be inapplicable with respect to the county superintendent of schools (or superintendent of public instruction). The president of the local community college or the president of one of the local community colleges shall be selected by the board or regional board to serve as secretary-treasurer of the board.

(b) All professional employees who entered into a contract of employment prior to July 1, 1975 may join the Teachers' Retirement System as established and maintained under Article 77 if any such employee elects to do so within one year following July 1, 1976; or they may join an optional retirement program if adopted by the board as provided in Article 77, Section 217. All professional employees who entered into a contract of employment after July 1, 1975 shall participate in the Teachers' Retirement System as established and maintained under Article 77 or an optional retirement program if adopted by the board as provided in Article 77, Section 217. Clerical employees who entered into a contract of employment prior to July 1, 1975, may join the Teachers' Retirement System as established and maintained under Article 77, if any such employee elects to do so within one year of July 1, 1976. Clerical employees who enter a contract of employment after July 1, 1975 shall participate in the Teachers' Retirement System as established and maintained under Article 77. However, any eligible employee who joined the Teachers' Retirement System in the period July 1, 1975 to June 30, 1976, without exercising his option as provided in this subsection, shall be permitted to withdraw his accumulated contribution in the Teachers' Retirement System. In the event a professional employee elects not to become a member of the Teachers' Retirement System and subsequently becomes a member, he shall not be permitted to purchase credit for service performed prior to his membership in said system.

Section 6. POWER TO APPROPRIATE AND BORROW FUNDS; REQUIRED APPROPRIATIONS; TRANSFERS OF APPROPRIATIONS.

The Mayor and City Council of Baltimore and the local governing body of any county for which a community college or regional community college is established under this subtitle have the right and power to appropriate funds to meet the cost of establishment, current expenses, purchase of land, construction of capital improvements, and the maintenance thereof. The local governing body shall make appropriations to the following major functions: general administration, general institutional expenses, instruction, student affairs, instructional resources, plant operation and maintenance, capital outlay, and debt service. Expenditures by the community college shall not exceed the amount appropriated for each function. Transfers of appropriations between major functions may be made only after they are submitted in writing and approved by the local governing body. If the local governing body fails to act upon such a request within thirty (30) days, the request shall stand approved as requested. Except in Baltimore City, where the transfer provisions of the city charter shall prevail, transfers of appropriations within a major function may be made at the direction of the local board of community college trustees provided, however, the local governing body shall be notified within thirty (30) days of any such transfer. In addition, the local governing body of any county and the Mayor and City Council of Baltimore City have the power to borrow funds for the purchase of land and the construction of capital improvements for those purposes upon such terms and conditions as they deem right and proper, subject to the general requirements of local laws applicable to the creation of public debt. Funds to be appropriated or borrowed for a regional community college shall be provided for on a pro rata basis determined by the ratio of population of each of the counties comprising the region and supporting the regional community college to the population of the entire region. For the purposes of this section, the population of the respective counties shall be as determined by the State Department of Health from time to time.

Section 6A. BIDS.

If the cost of any building, improvement, supplies, or equipment of any sort for a community college exceeds the sum of five thousand dollars ($5,000), the board of trustees for the college shall advertise for bids in one or more newspapers published in their respective counties, publication of the advertisement to appear at least two weeks prior to the date on which bids are to be filed. The contract for the building, improvements, supplies, or other equipment shall be awarded to the lowest responsible bidder, conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, competence and responsibility of bidder, and his ability to render satisfactory service; and the board of trustees may reject any and all bids and readvertise for other bids; and any contract entered into or purchase made in violation of the provisions of this section shall be null and void; but (1) the provisions of this section shall not apply to contracts for the purchase of books and/or other materials of instruction, (2) the board may name in the specifications and advertisements for bids under this section the particular make, kind, or brand of articles to be purchased or contracted for, (3) nothing in this section applies to emergency repairs during the period of the regular academic year, and (4) this section shall not apply to contracting or purchasing for a community college done by a local government under procedures authorized by charter or by an act of the General Assembly.

Section 6B. LEASE OF BUILDING OR PROPERTY OF PRINCE GEORGE'S COUNTY COMMUNITY COLLEGE.

If any building or property owned by the board of trustees of Prince George's County Community College is to be leased to a private concern, the board of trustees for the college shall advertise for bids in one or more newspapers published in the county. The advertisement shall appear at least two weeks prior to the date on which bids are due. The lease shall be awarded to the highest responsible bidder and shall conform to any qualifications set by the board of trustees. However, the provisions of this section do not apply to the rental of the college buildings or property pursuant to policies and procedures of the board of trustees which provide for those rentals on an impartial basis at fees and charges established for various categories of renters in accordance with those policies and procedures.

Section 7. FINANCING.

(a) Proportion of current expenses paid by State, county, and students. Each community college or regional community college operating under the provisions of this subtitle shall be financed up to the maximum amounts provided in Section 7(b) on the general basis of receiving fifty percent (50%) of its current expenses from the State, twenty-eight percent (28%) from the county or counties (or Baltimore City) for which it is established, and twenty-two percent (22%) from fees and charges required from students at the community college. In this computation, "current expenses," shall be the product of the per-student operating cost for the current fiscal year multiplied by the number of full-time equivalent students enrolled in the current fiscal year. For the purposes of determining the State share of financing, the number of full-time equivalent students shall be computed by dividing the student credit hours produced in the fiscal year by thirty (30). Nothing herein shall be deemed to prohibit a county or counties or the City of Baltimore from authorizing and appropriating additional amounts for current expenses and from increasing the local governing body's share of such additional current expenses above twenty-eight percent (28%).

(b) Payment of State's share. Beginning for the State's fiscal year which commences on July 1, 1973, the Governor shall place in the State budget an item to pay the State's fifty percent (50%) share to each of the community colleges operating under this subtitle. It shall not exceed the sum of seven hundred dollars ($700) for each full-time equivalent student as computed above for the full fiscal year. In the case of community colleges of less than 500 full-time equivalent students in subdivisions of less than 50,000 population according to the 1970 census and of any regional community college serving several subdivisions with a combined population of less than 100,000 according to the 1970 census, the State will pay a fifty-five percent (55%) share, the student will pay a seventeen percent (17%) share, and the local subdivision will pay a twenty-eight percent (28%) share, with the State's share not to exceed the sum of one thousand one hundred dollars ($1,100) for each full-time equivalent student as computed above for the full fiscal year.

The State Board for Community Colleges shall certify to the State Comptroller on or before the last day of both July and November in each year one fourth of the estimated annual amount which is due the local board of trustees of each community college and on or before the last day of March in each year one half of the estimated annual amount which is due the local board of trustees of each community college with full settlement at the end of the fiscal year and on the audit of the community college, and thereupon the Comptroller within five days shall draw his warrant on the Treasurer of the State of Maryland for the respective amounts due the local boards of trustees. The Treasurer of the State of Maryland upon receiving such warrants shall immediately pay the amounts due to the respective local boards of trustees.

(c) Payment of subdivision's share. In any political subdivision for which a community college or regional community college is operating under the provisions of this subtitle, the local governing body shall provide and pay to the community college, regional community college or colleges so operating not less than the political subdivisions' twenty-eight percent (28%) share of current expenses and such additional amounts, if any, as authorized and appropriated by the local governing body in accordance with the provisions of Sections 7(a) and 7(b). The State Board for Community Colleges shall certify to the treasurer of each county or of Baltimore City, as the case may be, on or before the last day of both September and March in each year one half of the estimated annual amount which is due the local board of trustees of each community college with full settlement at the end of the fiscal year based on the audit of the community college, and thereupon the treasurer within five days of each of these dates shall draw his warrant on the county or the City of Baltimore, as the case may be, and shall pay the amount due to the board of trustees of the community college, regional community college or colleges for his respective political subdivision. The counties comprising the region for and supporting a regional community college shall share in the payment of the political subdivisions' not less than twenty-eight percent (28%) share of current expenses on a pro rata basis determined by the ratio of the full-time student population in the regional community college, from each county, to the full-time student population in the regional community college from all the counties of the region. The State Board for Community Colleges shall determine the portions of the cost chargeable to each county based on current enrollment figures and shall certify such determination of cost of each participating county.

(d) Fees of students from outside State, county, or region. Students from outside the State of Maryland who attend a community college or regional community college shall pay a full fee which covers the fifty percent (50%) share of the State and also the share of the political subdivisions in addition to the regular fees and charges for students. Out-of-county or out-of region (or city) students from Maryland who attend a community college or regional community college shall pay fifty percent (50%) of a full fee which includes the share of the political subdivisions in addition to the regular fees and charges for students. Any political subdivision may levy and appropriate funds to pay the share of the political subdivisions for its residents who attend a community college in another political subdivision.

Section 7B. APPORTIONMENT OF EXPENSES OF CHESAPEAKE COLLEGE AND GARRETT COUNTY COMMUNITY COLLEGE.

Notwithstanding any other provisions of the law to the contrary, for the purpose of computing the shares of the State, local subdivisions, and students for the support of Chesapeake College and Garrett County Community College, the statutory base shall be $2,365 per full-time equivalent student. The State shall pay a 55 percent (55%) share, the student shall pay a thirteen percent (13%) share, and the local subdivision shall pay a thirty-two percent (32%) share with the State's share not to exceed the sum of $1,300 for each full-time equivalent student.

Section 8. STATE BOARD FOR COMMUNITY COLLEGES.

(a) Created; membership; terms of members. The State Board for Community Colleges is created to consist of eight members. Seven members shall be appointed by the Governor, with the advice and consent of the Senate, from among citizens of the State who are known for their interest in civic and public affairs and for their knowledge and perception in educational matters. These seven members first appointed shall be appointed respectively for terms of from one to six years and, as each of these terms expires, and thereafter, a successor shall be appointed by the Governor with the advice and consent of the Senate for a full term of six years. The eighth member of the State Board for Community Colleges shall be a student in good standing attending a community college in Maryland who shall be appointed by the Governor, after consideration of the recommendations of the presidents of the community colleges and with the advice and consent of the Senate for a term of one year beginning July 1 and ending June 30. A member of the Board may be appointed to successive terms.

(b) Responsibility for community colleges. The State Board for Community Colleges shall serve until June 30, 1969 as an advisory board to the State Board of Education with respect to the operation, promotion, and functions of the several community colleges. From and after July 1, 1969, the State Board for Community Colleges, acting under the provisions of this section, shall have and exercise full Statewide responsibility for the several community colleges.

(c) Employees. From the time of its establishment, the State Board for Community Colleges may employ a full-time salaried director to carry out its day-to-day functions under the control of the Board and it may employ such additional staff members, employees, and assistants as may be necessary to carry out the functions of the Board and as may be provided in the budget from time to time.

(d) Powers, duties, and functions. Subject to the provisions of Sections 31, 32, and 32A of this Article, the State Board for Community Colleges has the following powers, duties, and functions:

(1) To establish general policies for the operation of the State's community colleges;

(2) To conduct studies on the problems of community college education;

(3) To assist the community colleges individually or collectively by providing expert professional advice in all areas of their activities;

(4) To review and advise upon all curriculum proposals for newly established community colleges and for proposed major additions to or modifications of programs in existing community colleges;

(5) To recommend, review, and advise upon proposals for the establishment of new community colleges;

(6) To coordinate relationships among the community colleges to assure the widest possible educational opportunities for the students of the State and the most efficient use of funds.

(7) To facilitate the transfer of students between the community colleges and the University of Maryland, the State colleges, and other institutions of higher education;

(8) To coordinate relationships between the community colleges and the State and local public school systems and the private high schools in order to facilitate cooperation with them in guidance and admission of students to the community colleges and to arrange for the most advantageous use of facilities;

(9) To establish and maintain a system of information and accounting of community college activities;

(10) To provide grants-in-aid for the prompt and adequate planning of new colleges and new programs in existing colleges;

(11) To administer the State's program of support for the community colleges;

(12) To assist and represent the community colleges in seeking and administering federal moneys available to them;

(13) To assist the State Board for Higher Education in the performance of its duties as they pertain to community colleges;

(14) To report annually to the General Assembly on the Board's activities and the activities of the community colleges; and

(15) To administer the general public or community college or regional community college construction program in accordance with procedures adopted by the Board of Public Works.

Section 9. STUDENT MEMBER OF ANNE ARUNDEL, PRINCE GEORGE'S, AND MONTGOMERY BOARDS; APPOINTMENT OF BOARD FOR BALTIMORE CITY.

(d) One additional member of the local board of community college trustees in Anne Arundel County shall be a resident of Anne Arundel County and a regularly enrolled student in good academic standing at the Anne Arundel County Community College. This student member shall be nominated by a method of selection determined by the student body of the community college. The nominee shall be appointed annually by the Governor with the consent of the Senate for a term of one year beginning July 1 and ending the next following June 30. This member may vote in the affairs of the local board of community college trustees. The board of community college trustees for Baltimore City shall be appointed by the Mayor and City Council of Baltimore.

(e) One additional member of the local board of community college trustees in Prince George's County shall be a resident of Prince George's County and a regularly enrolled student in good academic standing at the Prince George's Community College. The student member shall be elected by the student body of Prince George's Community College in the same manner in which officers of the student government association are elected. The student shall serve for a term of one year beginning July 1 and ending the following June 30. In event of a vacancy, a special election shall be held. Any elections shall be conducted by the student government association. The cost of any election shall be borne by the student government association. In the event of any election dispute which may arise, the dispute shall be resolved in the manner that disputes in the election of the student government association of the Prince George's Community College are normally resolved. Decisions made within the Prince George's Community College are final. The student member may vote in the affairs of the local board of the community college trustees.

(f) In Montgomery County, one additional member of the local board of community college trustees shall be a resident of Montgomery County and an enrolled student in good academic standing at and who is not employed by the Montgomery Community College. The student member shall be selected in the same manner as other members of the board of trustees. The nominating committee shall submit the names of the student nominees to the Governor by April 15 of each year, except that the name of the first nominee shall be submitted to the Governor by July 15, 1976. The student member shall be appointed annually by the Governor for a term of one year beginning July 1 and ending the following June 30, but the first student member shall be appointed for a term of ten months beginning September 1, 1976 and ending June 30, 1977. The student member shall exercise all duties and responsibilities, including the right to vote, of a member of the local board of the community college trustees.

Section 9A. CHARLES COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES; HEARING EXAMINER.

(a) Notwithstanding the provisions of Section 9 of this Article, Charles County Community College board of trustees is created, separate and distinct, from the Charles County Board of Education. The board of trustees shall consist of seven members. The Governor, with the advice and consent of the Senate, shall appoint the members of the board who shall be residents of Charles County. At least five members shall have completed sixty semester hours of accredited college work and all shall receive expenses of $600 per year. Of the seven members appointed initially, five shall be appointed for initial terms of from one to five years, respectively, and the sixth and seventh members shall be appointed for initial terms of six years each. As any such appointment expires, the appointing authority shall appoint a successor for a full term of six years. Members of the board may be appointed to successive terms. Among the initial appointees shall be one member of the Charles County Board of Education who shall serve the initial term of one year and after the expiration of this one-year term, current members of the Charles

County Board of Education may not be appointed to the board of trustees. The board of trustees of the community college shall organize and select its own chairman annually.

(b) The board of trustees may appoint a hearing examiner who may not be attorney to the board. The hearing examiner may hold an initial hearing of all proceedings brought before the board of trustees. The hearing examiner shall submit to the board of trustees and to appellants a transcript of the proceedings, exhibits, findings of fact, and conclusions of law. The board of trustees shall then hear arguments if sought by one or both parties to the proceedings. The board shall consider arguments heard and the record of the previous hearing and shall render a decision which is not subject to appeal. The board of trustees shall adopt rules necessary to govern the conduct of proceedings before the hearing examiner.

Section 9B. BALTIMORE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES.

The Board of Education of Baltimore County shall divest on or before July 1, 1971 its responsibility for the management and control of the community college or colleges in Baltimore County pursuant to Section 9(a) of Article 77A of the Code, and pursuant to Section 9(b) of said Article the board of trustees shall be appointed, except that the board shall consist of nine members and that one member shall serve from each of the eight legislative districts in Baltimore County and one member shall serve as an at-large appointment. On July 1, 1976, each of the board members currently serving will be reassigned into the appropriate legislative districts and will serve the remainder of his or her present term. The two additional members will be appointed initially for terms of three and five years.

Section 9C. HARFORD COMMUNITY COLLEGE BOARD OF TRUSTEES.

Notwithstanding the provisions of Section 9 of this Article, the Harford Community College Board of Trustees shall be created separate and distinct from the Board of Education of Harford County. The board of trustees consists of seven members who shall be residents of Harford County. Five members shall be appointed by the Governor and two members shall be appointed by the Board of Education of Harford County from among its membership. Of the members appointed, the five appointed initially by the Governor shall be for initial terms of from one to five years, respectively. Thereafter, as a gubernatorial appointment expires, the Governor shall appoint a successor for a full term of five years. The sixth and seventh members appointed by the Board of Education of Harford County from among its membership shall be appointed annually. Any member of the board may be appointed to a successive term except that a member of the board appointed by the Governor may not serve for more than two consecutive full five year terms. The board of trustees of the community college shall organize and select its own chairman annually.

Section 9D. FREDERICK COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES.

(a) Notwithstanding the provisions of Section 9 of this Article, the Frederick County Community College board of trustees shall be created separate and distinct from the Frederick County Board of Education. The board of trustees consists of seven members who shall be residents of Frederick County. Five members shall be appointed by the Governor with the advice and consent of the Senate, and two members shall be appointed by the Frederick County Board of Education from among its membership. Of the members appointed, the five appointed initially by the Governor shall be for initial terms of from one to five years, respectively. Thereafter, as a gubernatorial appointment expires, the Governor shall appoint a successor for a full term of five years. The sixth and seventh members appointed by the Frederick County Board of Education from among its membership shall be appointed annually. Any member of the board may be appointed to a successive term, except that a member of the board appointed by the Governor may not serve for more than two consecutive full five-year terms. The board of trustees of the community college shall organize and select its own chairman annually.

(b) In Frederick County each member of the Frederick County Community College Board of Trustees shall receive $500 annually for traveling and other expenses, except that the two members appointed by the Frederick County Board of Education shall only receive $500 in addition to any amount received for expenses for service on the Frederick County Board of Education.

Section 9E. NOMINATING COMMITTEE FOR BOARD OF TRUSTEES OF MONTGOMERY COMMUNITY COLLEGE.

(a) Duties; composition. In Montgomery County candidates for appointment to the Board of Trustees of Montgomery Community College shall be nominated by a nominating committee which shall be composed of five members, two of whom shall be appointed by the County Council of Montgomery County, two of whom shall be appointed by the county executive, and one of whom shall be appointed by the Montgomery Community College Alumni Association.

(b) Qualifications; terms; chairman. Each member of the nominating committee shall be a resident and registered voter of Montgomery County and shall have knowledge of and interest in postsecondary education and shall have demonstrated an active interest in civic affairs. No person may be a member of the nominating committee who is an officer or employee of Montgomery Community College or otherwise subject to the authority of the college. No person may be a member of the nominating committee who is: (1) an officer of the State of Maryland or any board or agency of the State; or (2) an officer of Montgomery County or any board or agency of Montgomery County; or (3) an officer of any municipality located in Montgomery County or any board or agency of any municipality located in Montgomery County. The terms of one appointee of the county council and of one appointee of the county executive shall be for one year commencing on September 15, 1974 and terminating on September 14, 1975. The terms of the remaining appointees shall be for two years commencing on September 15, 1974 and terminating on September 14, 1976. All subsequent terms shall be for two years.

If a vacancy occurs during a term, the vacancy shall be filled for the remainder of the unexpired term by the body which appointed the incumbent. The members of the nominating committee shall elect a chairman from among their members.

(c) Procedure for nomination. The State Board for Community Colleges shall convene initially the nominating committee when a vacancy occurs and shall otherwise provide assistance to the nominating committee. The nominating committee shall establish procedures for notifying the public of vacancies on the board of the community college, for receiving applications, and for securing the recommendations of faculty, students, and other interested persons. On or before December 15 preceding the annual vacancy, and upon the occurrence of any other vacancy, the nominating committee shall submit to the Governor for each vacancy no less than two nor more than four names of qualified candidates who have been selected by a majority vote of the nominating committee.

(d) Selection of trustee by Governor. The Governor shall fill vacancies to the Board of Trustees of Montgomery Community College from names submitted to him by the nominating committee.

Section 10. SUCCESSION OF POWERS; VESTING OF TITLE TO PROPERTY.

The local boards and regional boards of trustees created in this subtitle shall assume, exercise, and have the powers, duties, and functions of the former local or regional boards of trustees provided for elsewhere in this subtitle. Upon the appointment of any local or regional board of trustees under this section, title to all real and personal property of the community colleges under its jurisdiction shall vest in such local or regional board of trustees.

Section 10A. COMPREHENSIVE LIABILITY INSURANCE.

(a) Generally. The board of trustees of any community college or regional community college shall carry comprehensive liability insurance to protect the board, its agents and employees, and any agents and employees of any college under its jurisdiction. The purchase of the insurance shall be considered as an educational purpose and as a valid educational expense.

(b) Standards and guidelines for policies. The State Board for Community Colleges shall adopt regulations setting up standards and guidelines for the policies, including a minimum liability coverage which shall not be less than one hundred thousand dollars ($100,000) per occurrence, and the policies purchased under this section after the adoption of these regulations shall conform to them.

(c) Self-insurance. Any of the above boards of education shall be considered in compliance herein if they are self-insured, in an amount not less than one hundred thousand dollars ($100,000) per occurrence, under rules and regulations promulgated by the State Insurance Commissioner. The policy limits for this insurance shall not exceed five hundred thousand dollars ($500,000).

(d) Defense of sovereign immunity. Nothing in this section shall be construed as affecting the right of the various boards of trustees, on their own behalf, from raising the defense of sovereign immunity to any amount in excess of the limit of the policy or in excess of one hundred thousand dollars ($100,000) in the case of self-insurance.

Section 10B. SELECTION OF SITE FOR COMMUNITY COLLEGE IN MONTGOMERY COUNTY.

(a) Prior to the acquisition of real property for the use and operation of a community college in Montgomery County, the board of trustees of the community college shall request in writing from the commission or agency having legal responsibility for county planning for land use the commission's confidential recommendations as to sites appropriate for the acquisition which meet the college's requests and State regulations as well as conforming as far as practicable to development plans for land use in the county. In its request, the board shall designate for the commission any sites which the board may have under tentative consideration; provided however, that the commission shall not be limited in its recommendations to sites designated by the board. The commission's recommendations to all designated sites shall be made in writing to the board within 45 days following receipt of the initial request from the board.

(b) Upon receipt of the site recommendations from the commission, the board shall rank suitable sites and select the site which it feels is most suitable for its intended purpose from among the commission's recommendations. If a selection is made, the board shall forward it together with the other recommendations made by the commission to the County Council for Montgomery County prior to site acquisition. Within 45 days after receipt of the board's selection the council shall either approve or disapprove the board's selection and, if disapproved, the council shall indicate to the board in writing the reasons for this disapproval. In the event of disapproval by the council, the board shall select a new site from among those considered by the commission. When a new selection is made it shall be resubmitted to the council for approval in the same manner as the original selection.

(c) If, after receipt of the site recommendations from the commission, the board is unable to agree upon a selection from among the commission's recommendations, the board shall so advise the county council in writing. In this event, the council may request that the commission reconsider the matter and resubmit recommendations for action by the board and the council in the same manner as provided for original recommendations.

(d) Following approval of a site by the council, the board may proceed with acquisition pursuant to the procedure prescribed by law.

Section 10C. HARFORD COUNTY EDUCATIONAL FOUNDATION.

(a) Created and continued; composition; compensation. The Harford County Educational Foundation, hereinafter called the Foundation, is hereby created and continued a body corporate and politic. The Foundation shall consist of nine directors appointed by the method and for terms as hereinafter provided. The directors shall serve without compensation.

(b) Selection of members; terms. The county executive of Harford County or his designee, the president of Harford County Community College, and the president of the Board of Education of Harford County shall each be a member of the Foundation ex officio. The six remaining initial directors shall be appointed by the county executive, two directors to be appointed for three years, two for two years, and two for one year. Directors shall be chosen from among residents of the county. As the terms of the initial appointees expire or as vacancies occur, their successors shall be elected by a majority vote of the Foundation for terms of three years or the remainder thereof; and thereafter, these positions shall be so filled. However, the directors of the Harford County Educational Foundation as of July 1, 1974 shall remain members of the Foundation for the remainder of their respective terms, and the initial or successive appointments provided for herein shall be made only upon the expiration or vacancy of such terms occurring for any reason.

(c) Executive director and employees; bylaws. The Foundation may appoint an executive director and other employees as may be necessary to be paid for by moneys made available for that purpose. The Foundation shall adopt bylaws for governing its functions and a seal and may operate to the same extent as any private corporation.

(d) Purpose. The purpose of the Harford County Educational Foundation is declared to be to further educational opportunities afforded by established and recognized institutions of learning, particularly the Harford Community College, by providing financial resources and services related thereto for facilities as well as scholarships, fellowships, loans, grants, and other forms of assistance; and to provide an instrumentality or depository for the receipt of funds by grant, gift, devise, or bequest for educational uses, particularly those forms of philanthropy especially intended for education purposes.

(e) Powers. In furtherance of the purposes of the Foundation it may:

(1) Accept funds from federal and State governments and political subdivisions of Maryland;

(2) Accept moneys by gift, devise, or any other form, whether absolute or conditional, in furtherance of the purposes of the Foundation;

(3) Act as trustee under any trust created solely for the educational benefit of an individual or individuals, and revocable upon termination of the purposes of the trust, by the settlor;

(4) Act as trustee, and manage funds received by gift or devise as continuing endowments, when the sole beneficiary is a specific individual or individuals or class of individuals;

(5) Act as trustee and administer funds that may be received from individuals, associations, or corporations for specified educational purposes, acceptable to the Foundation;

(6) Establish one or more permanent endowment funds to be used for educational scholarships or fellowships, and administer the funds in furtherance of the objectives of the Foundation;

(7) Act in the capacity of advisor, counselor, or supervisor of educational pursuits of beneficiaries under trusts or grants, if these powers are appended to moneys received for administration;

(8) Assist banks and lending institutions in developing and administering student loan plans;

(9) Administer educational and research grants received from federal or State governments, foundations, or others;

(10) (i) Borrow money and issue notes or other evidence of indebtedness; (ii) endorse any promissory note or obligation for any student aid loan at any bank or lending institution, and provide any contractual services concerning student aid loans for any bank or lending institution; (iii) enter into any contract with the Maryland Higher Education Loan Corporation or any agency of the State or federal government; or (iv) act as an agent for this corporation or agency for the purpose of implementing student aid loan programs by way of guarantee or otherwise; all notwithstanding any other State or local law to the contrary.

If a question of law arises with respect to the power of the Foundation to receive and administer any grant or devise, that cannot otherwise be resolved, the Foundation or any party of interest may petition the Circuit Court for Harford County or other courts having jurisdiction for instruction as to its responsibilities in the property.

(f) Annual report; audit. The Foundation shall annually report its activities for the preceding year to the county executive and county council. The finances of the Foundation are subject to audit as the county executive requires.

(g) Exemption from bank licensing acts. The Foundation is exempt from the provisions of bank licensing acts, including Article II, Section 166; Article 49, Section 5(b); and Article 58A, Sections 1 et seq.

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
OPERATIONAL POLICIES AND BYLAWS

Article 77A, Section 8(d), of the Annotated Code of Maryland states that the Maryland State Board for Community Colleges has the responsibility "to establish general policies for the operation of the State's community colleges." Following are the Operational Policies and Bylaws as approved by the State Board for Community Colleges.

OPERATIONAL POLICIES

General Policies

1.1 The community colleges shall operate in accordance with the *Maryland Standards for Two-Year Colleges* prevailing under authority of the State Board for Higher Education.

1.2 The State Board for Community Colleges shall update annually the *Statewide Master Plan for Community Colleges* and implement those sections for which it has authority.

1.3 The community colleges shall submit data in accordance with the State Board for Community Colleges' data submission schedule and format.

  1.3.1 The State Board for Community Colleges will coordinate with the State Board for Higher Education and other data collection agencies in an attempt to consolidate and reduce the amount of data to be collected.

  1.3.2 The State Board for Community Colleges will clearly state the purpose of each State Board form. The purpose will be stated in a way that reflects the basic problem or issue being addressed.

  1.3.3 The State Board for Community Colleges will furnish a brief summary of Statewide aggregate data collected from the community colleges within six months of receipt of the data.

  1.3.4 In all but emergency cases, new forms or changes in existing State Board forms will not be introduced without giving the colleges one year to prepare their systems.

1.4 The State Board for Community Colleges shall serve as the operational point of contact with respect to all State-level issues involving community colleges.

1.5 The community colleges shall act in accordance with the *Maryland Plan for Completing the Desegregation of the Public Postsecondary Education Institutions in the State.*

Students

2.1 Admission to community colleges shall be open.

- To all high school graduates;
- To holders of high school equivalency certificates;
- To all adults (18 years of age or older) who desire a post-high school educational experience.

Students shall be admitted to a college although not necessarily to a specific program. Community colleges shall also serve high school students in cooperation with policies established with local public school systems.

2.2 The community colleges shall act in accordance with the State Board for Higher Education Student Transfer Policies.

Degree and Certificate Programs

3.1 The community colleges shall develop and submit program proposals to the State Board for Community Colleges for review and endorsement in accordance with procedures contained in the *Maryland Community College Program Proposal Manual.*

3.2 The State Board for Community Colleges shall forward its comments on program proposals to the community college presidents with copies to the chairmen of the local boards of trustees.

3.3 Community colleges shall evaluate annually degree and certificate programs in accordance with guidelines and procedures established by the State Board for Community Colleges.

3.4 The community colleges shall not offer upper division programs leading to the baccaluareate degree.

3.5 The community colleges shall develop and maintain on open file a general outline and set of objectives for each course offered.

Finance

4.1 The State Board for Community Colleges shall submit annually in September an estimated operating and capital budget request to the Department of Budget and Fiscal Planning.

4.2 The community colleges shall prepare annual operating budgets in accordance with procedures contained in the *Financial Guidelines and Procedures Manual* and submit to the State Board for Community Colleges the locally approved budgets no later than July 1.

4.3 The community colleges shall submit to the State Board for Community Colleges, no later than October 1, signed financial and enrollment audits for the previous fiscal year.

4.4 The community colleges shall provide to the State Board for Community Colleges, no later than July 1, a report containing personnel detail, including salary schedules.

4.5 The State Board for Community Colleges will approve continuing education courses for State funding based upon the following:

4.5.1 All continuing education courses must be submitted to the State Board for Community Colleges.

4.5.2 Approval of continuing education courses will be based upon a review of course descriptions and course objectives.

4.5.3 Recreational courses will not be approved for funding.

4.5.4 Approved continuing education courses will not receive any other State funds.

4.5.5 Procedures governing payments to the community colleges are contained in the *Financial Guidelines and Procedures Manual.*

4.5.6 Student records for enrollment in continuing education courses will be retained by the colleges for a period of not less than five years.

4.6 The State Board for Community Colleges will notify political subdivisions which sponsor public community colleges of their mandated share of the college's current operating expenses.

4.7 The State Board for Community Colleges shall certify to the State Comptroller the amount of State aid due to the local boards of trustees in accordance with provisions established in Article 77A, Section 7, of the *Annotated Code of Maryland.*

4.8 A community college shall receive prior approval from the State Board for Community Colleges before entering into a contractual agreement with any organization or institution which offers instruction leading to the generation of credit which shall be submitted for State aid to community colleges.

Facilities

5.1 The community colleges shall develop and submit capital construction projects for State financial participation in accordance with the *General Public Junior or Community College or Regional Community College Construction Procedures in the State of Maryland* and the *Space Allocation Guidelines for the Administration and Development of Construction Projects for the Public Junior or Community Colleges in the State of Maryland.*

5.2 The State Board for Community Colleges shall establish on July 1 of each year a revised capital construction project priority list.

5.3 The State Board for Community Colleges, in conjunction with the State Board for Higher Education, shall publish, no later than January 1, annual enrollment projections to be used by the community colleges in preparing capital construction projects.

5.4 Prior to submitting educational specifications for new capital projects, the community colleges shall submit to the State Board for Community Colleges for review a letter of intent and program proposal for any new program to be housed in the proposed facility.

5.5 For the purpose of determining the statutory limit on State financial participation in community college capital improvement projects, the proposed capacity of the college in number of students shall be defined as the projected ten-year full-time equivalent enrollment.

Community College Board of Trustees

6.1 Boards of trustees shall forward copies of all approved board minutes to the State Board for Community Colleges.

6.2 Boards of trustees shall publish and submit to the State Board for Community Colleges current policies for the employment and retention of faculty and staff.

6.3 Boards of trustees shall submit to the State Board for Community Colleges their current procedures for institutional governance.

6.4 Boards of trustees shall submit to the State Board for Community Colleges their current institutional policies for the evaluation of faculty and staff.

State Board for Community Colleges

7.1 The State Board for Community Colleges shall provide equal employment opportunities for all regardless of race, religion, sex, or national origin.

7.2 The executive director of the State Board for Community Colleges shall annually evaluate the performance of each employee of the State Board and present copies of that evaluation to the employees and the State Board.

7.3 Personnel vacancies at the State Board for Community Colleges shall be filled in accordance with the following Affirmative Action Policies established by the State Board.

7.3.1 The State Board for Community Colleges will make every effort to disseminate information about vacancies to minority group members and to women. In addition, the State Board for Community Colleges will encourage minority group members and women to apply for available positions.

7.3.2 All criteria and qualifications will be carefully evaluated to insure that they (i) are clearly stated; (ii) relate specifically to the job being described; and (iii) allow for and recognize training, education, background, and experience which are appropriate to the job although perhaps different from traditional requirements.

7.3.3 The candidate selection process for employment and for promotion will be carefully reviewed, especially the ways by which job criteria are applied to individual candidates, to insure full equality of opportunity in the selection process.

7.3.4 The executive director of the State Board for Community Colleges will designate a staff professional as the equal employment opportunity officer to continually review the affirmative action plan developed from the above policies and to revise the plan as necessary.

BYLAWS

Article I. Meetings

1 - Regular Meetings. The Board shall meet regularly and, as far as practicable, on the second Thursday of each month; but the date for any regular meeting may be changed by the majority of those voting at any previous regular meeting. All meetings of the Board shall be held in the State of Maryland.

2 - Special Meetings. A special meeting of the Board may be called at any time by the chairman, the vice-chairman, or any three members upon request in writing delivered to the secretary who shall forthwith cause written notice thereof to be made in accordance with Section 4 of this article. Any such special meeting shall be held at such place within the State of Maryland as may be designated from time to time by the Board. The Board shall keep full and fair accounts of its transactions; and copies of the minutes of each regular and special meeting shall be promptly mailed to each member. Copies of all regular or special meeting minutes shall be made available to the public by request.

3 - Executive Meetings. An executive meeting may be called at any time by the chairman, vice-chairman, or any three members upon request. The Board shall keep full and fair accounts of its transactions and copies of the minutes shall be mailed only to Board members unless otherwise designated by the Board chairman.

4 - Notice of Meetings. Notice of the place, day, and hour of each regular and special meeting shall be given in writing to each Board member three days (or more) before the meeting by delivering the same to him personally; by telephone; by sending the same to him by telegraph, by leaving the same at his residence or usual place of business; or, in the alternative, by mailing such notice five days (or more) before the meeting, first class postage prepaid, and addressed to him at his last known post

office address according to the records of the Board. Any meeting of the Board, regular, executive, or special, may adjourn from time to time to reconvene at the same or some other place and no notice need be given of any such adjourned meeting other than by announcement at the meeting at which the adjournment takes place.

5 - Quorum. At all meetings of the Board, five members shall constitute a quorum for the transaction of business. Except in cases in which it is by law, by these Bylaws, or by the rules and regulations adopted by this Board in accordance with law, otherwise provided, the affirmative vote of a majority of the members present at a duly constituted meeting shall be sufficient to elect and to pass any measure. In the absence of a quorum, the members present by majority vote and without notice other than by announcement may adjourn the meeting from time to time until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally provided, noticed, or consented to.

In the absence of a meeting, at the request of the executive director and concurrence of the chairman, the Board may be polled by telephone or by mail for a majority vote on business transactions. Actions taken by mail or telephone must be ratified at the next meeting of the Board.

6 - Agenda. The executive director shall, in consultation with the chairman, prepare the agenda for each meeting of the Board and distribute it in advance with the notice of the meeting. Items may be added to the agenda at the meeting by a vote of the majority of the Board. Persons other than Board members wishing to place items on the agenda of the Board meeting shall notify the executive director in writing no later than 48 hours in advance. Agenda items requested by persons other than Board members shall be placed on the agenda if approved by the executive director in consultation with the chairman.

Article II. Officers

1 - Officers. The Board shall choose from among its members a chairman and a vice-chairman. The executive director shall serve as secretary-treasurer to the State Board for Community Colleges.

2 - Term. Election of the chairman and vice-chairman shall take place at the regular meeting in June of each year. Officers shall take office immediately following the election. An individual may be elected to any number of terms. Any vacancy in any of the above offices may be filled by the Board at any regular or special meeting.

3 - Chairman. The chairman shall preside at all meetings of the Board, shall call special meetings of the Board as he deems it necessary, and shall sign all necessary legal documents approved by the Board. He may appoint such committees as he or the Board deems necessary.

4 - Vice-Chairman. The vice-chairman, at the request of the chairman, in his absence, or during his inability to act, shall perform the duties and

exercise the functions of the chairman and when so acting shall have the powers of the chairman. The vice-chairman shall have such other powers and perform such other duties as may be assigned to him by the Board or the chairman.

5 - Secretary. The executive director, as secretary, shall be responsible for keeping the minutes of the meetings of the Board. He shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; he shall be custodian of the records of the Board; and, in general, he shall perform all duties incident to the office of a secretary of a board and such other duties as from time to time may be assigned to him by the Board or chairman.

6 - Treasurer. The executive director, as treasurer, shall have charge of and be responsible for all funds, receipts, and disbursements of the Board. He shall render to the chairman and the Board, whenever requested, an account of the financial condition of the Board; and, in general, he shall perform all the duties incident to the office of treasurer of a board of a corporation and other such duties as may be assigned to him by the Board or the chairman.

7 - Removal. Any officer of the Board may be removed as an officer of the Board, with or without cause, by vote of a majority of the entire Board at any regular meeting or at any special meeting called for that purpose.

Article III. Amendments

1 - Amendments. Any and all provisions of these Bylaws may be altered or repealed and new Bylaws may be adopted at any regular meeting of the members or at any special meeting called for that prupose upon the affirmative vote of a majority of the entire Board.

APPENDIX C

RATIONALE, AUTHORITY, TIMETABLE, AND DEFINITIONS FOR STUDENT ENROLLMENT PROJECTIONS FOR FACILITIES PLANNING IN MARYLAND COMMUNITY COLLEGES

RATIONALE

As part of its overall planning function, the State Board for Higher Education (SBHE) annually prepares and updates total enrollment projections for the three public sectors and the private sector of higher education in Maryland. The State Board for Higher Education model takes into consideration such factors as actual births, high school enrollments, high school graduates, age distribution, migration patterns, college enrollment, and survival rates. The SBHE projects full-time, part-time, and total headcount for each segment for ten calendar years.

In addition, the State Board for Higher Education projects full-time equivalent enrollment for the ten-year period. When the gross projected enrollment totals are determined by the model, the State Board for Community Colleges projects the enrollment for each community college based upon previous performance and taking into account factors and trends which relate to individual institutions. These individual college enrollment projections form the basis for the annual State Board for Community Collegs' Master Plan update in long-range facilities planning. Using certified data submitted by the colleges, the executive director of the State Board for Community Colleges determines the projected full-time day equivalent (FTDE) enrollment for each institution. This is done by determining the percent of institutional contact hours generated between the hours of 8:00 a.m. and 5:00 p.m. and multiplying the percentage times the total institutional full-time equivalent enrollment (FTE x percent day contact hours = FTDE).

Facilities in Maryland public two-year colleges are built using either the five-year or ten-year FTDE projections for specific facilities. Only students who attend each campus in either credit or equated credit courses are eligible for computing the contact hours. Continuing education enrollment does not contribute to the projected enrollment.

AUTHORITY

The *Space Allocation Guidelines for the Administration and Development of Construction Projects for the Public Junior or Community Colleges in the State of Maryland*, approved by the Maryland Board of Public Works in November 1974, require that enrollment projections used by the colleges for facilities planning "will be revised and agreed upon no later than January 1 by the State Board for Community Colleges and the State Board for Higher Education." (Guidelines, Part B, 1.6.)

The Guidelines further state that "full-time day (8:00 a.m. to 5:00 p.m.) students and part-time day students shall be equated to full-time day equivalent (FTDE) students, which count, used in conjunction with space factors, will be a major basis for determining space needs. Only students attending the campus for which space needs are being computed shall be counted. The full-time day equivalent count for each college is to be determined and certified by the executive director of the State Board for Community Colleges in accordance with the accepted Statewide definitions promulgated by the Maryland State Board for Higher Education." (Guidelines, Part B, 1.3-1.4.)

TIMETABLE

The enrollment projections used by the colleges in determining space allocations must be revised annually prior to January 1 and agreed upon by the State Board for Community Colleges and the State Board for Higher Education. The normal schedule for preparing and releasing these projections will be:

November 1	Opening Fall enrollments submitted to the State Board for Community Colleges and the State Board for Higher Education by the colleges. (HEGIS)
December 1	Preliminary projections prepared by the State Board for Higher Education and the State Board for Community Colleges and sent to each college for review.
December 15	College response to preliminary projections submitted to the State Board for Community Colleges.
January 1	Final enrollment projections released to colleges by the State Board for Community Colleges.
June 1	Bond proposal projects based upon approved enrollment projections as of the previous January 1 submitted to the State Board for Community Colleges.

DEFINITIONS

Full-time student	Those students whose academic load--course work or other required activity--is at least 75 percent of the normal full-time load.
Normal full-time load	Usually determined by dividing the total number of credits required for completing the program by the number of terms normally required to obtain them.

Part-time student - Those students whose academic load--course work or other required activity--is less than 75 percent of the normal full-time load.

Full-time equivalent enrollment - One third part-time enrollment plus full-time enrollment (1/3 PT + FT = FTE).

Student contact hour - Number of clock hours student spends in interacting with all modes of instruction utilized in course.

Full-time day equivalent enrollment - Percentage of institutional student contact hours generated between 8:00 a.m. and 5:00 p.m. times full-time equivalent enrollment (percent day institutional contact hours x FTE = FTDE).

SUMMARY

Student enrollment projections for community colleges must have the built-in flexibility of annual revision. The State Board for Higher Education's (formerly Maryland Council for Higher Education) report *The Outlook for Enrollments in Higher Education in Maryland Throughout the 80's* states: "Various factors may alter the trends used in the projections, such as a major economic disaster, a prolonged energy crisis, increased need for men in the armed forces, and a change in net migration rates. However, there is no reason to assume that any of these will occur at this time. However, the enrollment model is constructed to accept alternative assumptions and an annual update of the relevant data in the model is planned."

Additionally, when distributing the total community college segmental enrollment among the institutions, various judgmental factors must be considered, such as the opening of new colleges or campuses, the construction of large suburban communities or housing developments, implementation of rapid transit systems, and the construction of new facilities.

Finally, the State Board for Higher Education's report in dealing with segmental projections, makes the point that ". . . the total projected enrollment is probably fixed since it is primarily based on births, migration, high school graduation, and rates of college attendance; but the segmental distribution is somewhat flexible. This means that an individual segment through recruiting and other practices that attract additional students in significant numbers over those that are projected will probably not be attracting new students into higher education but will be attracting students at the expense of one of the other segments. The danger exists, therefore, that uncoordinated growth would result in a poor distribution of facilities, programs, and faculties." Thus, the segmental projections developed by the SBHE c[illegible] altered simply if one segment's actual performance in attracting additional students consistently exceeds its projections while another segment fails to reach its projected enrollment.

MARYLAND COMMUNITY COLLEGES
SELECTED STATISTICAL DATA FISCAL YEAR 1977

This appendix is intended to provide information to groups such as the State legislature, State agencies, college administrators, faculty, and students. The data are presented in the areas of enrollment, degrees awarded, finance, facilities, and employees.

Information in this appendix is compiled from a series of reports submitted to the State Board for Community Colleges by the colleges. The State Board commends the HEGIS report coordinators in each college for their assistance.

ENROLLMENT

Opening Fall 1976 credit enrollment indicates the Maryland community colleges enrolled 79,955 credit students. Full-time enrollment increased from 24,070 in 1973 to 28,954 in 1976, an increase of 20 percent. From 1973 to 1976 part-time enrollment grew from 34,646 to 51,001, an increase of 47 percent. Part-time enrollment accounted for 64 percent of the total enrollment in Fall 1976.

Of the total enrollment, 89 percent attended colleges in their own political subdivision; 9 percent attended out-of-county colleges; and 2 percent attended from out-of-state (Table 5-D).

Maryland community colleges enrolled students from diverse ethnic and cultural heritages. Of the 79,955 total enrollment, 16,149 were from Asian, Black, Hispanic, or Indian descent. The proportion of Black students in community colleges has grown from 9.9 percent in 1970 to 18.5 percent in 1976 (Tables 3-D and 4-D).

Enrollment projections for facilities planning are contained in Table 7-D. These projections detail the full-time day equivalent (FTDE) students for 1982 and 1987.

In Fall 1976, 98 percent of Maryland's residents lived in geographic areas served by a community college. On the average, approximately 19 of every 1,000 Maryland citizens were enrolled for credit courses in a community college (Table 8-D).

DEGREES CONFERRED

A total of 6,217 associate in arts degrees were awarded in FY 1976 with 3,044 of these awarded in the occupational areas (Tables 9-D and 10-D). The major areas of concentration and percent among the occupational degrees awarded were:

Program Area	1976 Degrees	1976 Percent	1971 Percent
Health Service	1,204	39%	40%
Business & Commerce	688	23	18
Public Service	630	21	12
Engineering Related	263	9	10
Data Processing	192	6	-
Natural Science	67	2	-
Other	-	-	20

Health Service is clearly the dominant career preparation in the community colleges. Public Service programs have experienced a great increase in proportion of graduates, rising from 12 percent in FY 1971 to 21 percent in FY 1976. Typical Public Service programs are Law Enforcement, Teacher Aide, and Recreation Leadership.

Table 10-D compares the degrees and certificates awarded in Maryland community colleges over a five-year period. The proportion of associate in arts degrees awarded in the transfer category has shown a continued decline. In 1972, 61 percent of all degrees awarded were in transfer areas while in 1976 51 percent were in transfer areas.

Certificate programs have grown in number and students. In four years, the number of certificates rose from 79 to 626.

FINANCE

Total operating funds expended by Maryland community colleges over the period FY 1969-FY 1976 have increased from $24,279,078 to $104,914,766 (Tables 11-D and 12-D).

In FY 1976, current funds revenues totaled $107,637,948 of which the State contributed $37,394,343. Maryland community colleges reported the assessed book value of land, buildings, and equipment at $190,030,260. The State of Maryland has authorized the expenditure of $111,000,000 for the purpose of constructing community college facilities over the past twelve years. Since the local political subdivisions in most cases have matched funds, it is estimated that over $220,000,000 has been authorized in that time for Maryland community college facilities.

Table 15-D indicates the current schedule of tuition charged by the individual colleges. A wide range and variety of fees are also charged by the colleges but are not included in this report.

FACILITIES

Table 16-D reports by type of room that the net assignable square feet of space available at each of the community colleges. Since 1970 the total system net assignable space has increased 1,123,626 square feet (67 percent).

EMPLOYEES

As of October 1976, community colleges employed 7,219 persons, up 9 percent from 1975. There are 921 persons employed who are from minority races. Minority employment has risen from 10 percent in 1973 to 13 percent in 1976. However, most of this growth has been in Support Staff positions. Minority employment among faculty has increased from 7 percent in 1975 to 8 percent in 1976.

Table 1-D

MARYLAND COMMUNITY COLLEGES
CREDIT ENROLLMENT FALL 1976

College	First-Time			Transfer			Occupational			Unclassified			TOTAL		
	F-T	P-T	Total	F-T	P-T	Total	F-T	P-T	Total	F-T	P-T	Total	F-T	P-T	Total
Allegany	491	77	568	187	70	257	963	265	1,228	137	210	347	1,287	545	1,832
Anne Arundel	1,114	1,788	2,902	1,383	2,472	3,855	960	1,728	2,688	-	1	1	2,343	4,201	6,544
Baltimore	1,642	1,917	3,559	1,262	1,538	2,800	2,254	2,725	4,979	289	1,383	1,672	3,805	5,646	9,451
Catonsville	1,054	2,225	3,279	1,311	4,095	5,406	1,551	3,370	4,921	-	-	-	2,862	7,465	10,327
Cecil	429	719	1,148	248	225	473	221	280	501	77	308	385	546	813	1,359
Charles	333	367	700	350	382	732	176	506	682	147	619	766	673	1,507	2,180
Chesapeake	132	68	200	189	106	295	130	134	264	6	256	262	325	496	821
Dundalk	184	406	590	295	494	789	278	705	983	107	345	452	680	1,544	2,224
Essex	1,153	960	2,113	1,733	3,000	4,733	1,180	2,837	4,017	110	636	746	3,023	6,473	9,496
Frederick	468	908	1,376	298	554	852	223	366	589	100	175	275	621	1,095	1,716
Garrett	135	91	226	154	111	265	101	94	195	1	58	59	256	263	519
Hagerstown	461	566	1,027	484	194	678	421	231	652	26	616	642	931	1,041	1,972
Harford	612	510	1,122	803	957	1,760	315	736	1,051	9	580	589	1,127	2,273	3,400
Howard	189	324	513	225	386	611	258	399	657	81	674	755	564	1,459	2,023
Montgomery:															
Rockville	2,127	2,212	4,339	2,107	1,282	3,389	1,546	1,155	2,701	1,118	3,977	5,095	4,771	6,414	11,185
Takoma Park	392	560	952	558	548	1,106	344	388	732	115	580	695	1,017	1,516	2,533
Germantown	-	180	180	-	30	30	-	13	13	-	223	223	-	266	266
Prince George's	2,246	3,358	5,604	2,237	2,747	4,984	1,688	2,949	4,637	135	2,159	2,294	4,060	7,855	11,915
Wor-Wic Tech	44	90	134	3	8	11	60	121	181	-	-	-	63	129	192
TOTAL	13,206	17,326	30,532	13,827	19,199	33,026	12,669	19,002	31,671	2,458	12,800	15,258	28,954	51,001	79,955
Percent of Total	43%	57%	100%	42%	58%	100%	40%	60%	100%	16%	84%	100%	36%	64%	100%

F-T = Full-time
P-T = Part-time

SOURCE OF DATA: SBHE S-1

Table 2-D

MARYLAND COMMUNITY COLLEGES
COMPARISON OF 1974, 1975, AND 1976 OPENING FALL ENROLLMENT BY STUDENT STATUS

College	Part-Time					Full-Time					TOTAL				
	Fall 1974	Fall 1975	% Incr. (Decr.) 1974 - 1975	Fall 1976	% Incr. (Decr.) 1975 - 1976	Fall 1974	Fall 1975	% Incr. (Decr.) 1974 - 1975	Fall 1976	% Incr. (Decr.) 1975 - 1976	Fall 1974	Fall 1975	% Incr. (Decr.) 1974 - 1975	Fall 1976	% Incr. (Decr.) 1975 - 1976
Allegany	448	549	22.5	545	(.7)	851	1,080	26.9	1,287	19.2	1,299	1,629	25.4	1,832	12.5
Anne Arundel	2,839	3,466	22.1	4,201	21.2	1,877	2,202	17.3	2,343	6.4	4,716	5,668	20.2	6,544	15.5
Baltimore	5.738	6,060	5.6	5,646	(6.8)	2,571	3.596	39.9	3,805	5.8	8,309	9,656	16.2	9.451	(2.1)
Catonsville	6,086	7,043	15.7	7,465	6.1	2,472	2,862	15.8	2,862	-	8.558	9.905	15.7	10,327	4.3
Cecil	733	820	11.9	813	(.9)	279	556	99.3	546	2.8	1,012	1,376	36.0	1,359	(1.2)
Charles	1,010	1,440	42.6	1,507	4.7	447	675	51.0	673	.3	1,457	2,115	45.2	2,180	3.1
Chesapeake	360	427	18.6	496	16.2	292	294	.7	325	10.5	652	721	10.6	821	13.9
Dundalk	1,006	1,372	36.4	1,544	12.5	358	720	101.1	680	(5.6)	1,364	2,092	53.4	2,224	6.3
Essex	4,561	5.748	26.0	6,473	12.6	2,687	2,979	10.9	3,023	1.4	7,248	8,727	20.4	9,496	8.8
Frederick	926	1,096	18.4	1,095	(.1)	515	578	12.2	621	7.4	1,441	1,674	16.2	1,716	2.5
Garrett	168	246	46.4	263	6.9	145	195	34.5	256	31.3	313	441	40.9	519	17.7
Hagerstown	950	1,048	10.3	1,041	2.2	794	876	10.3	931	6.3	1,744	1,924	10.3	1,972	2.5
Harford	1,791	1,982	10.7	2,273	14.7	1,027	1,199	16.7	1,127	(6.0)	2,818	3,181	12.9	3,400	6.9
Howard	1,030	1,426	38.4	1,459	2.3	429	542	26.3	564	4.1	1,459	1,968	34.9	2,023	2.8
Montgomery:															
Rockville	5,404	6,334	17.2	6,414	1.3	4,753	4,827	1.6	4,771	1.2	10,157	11,161	9.9	11,185	.2
Takoma Park	1,421	1,531	7.7	1,516	(1.1)	1,051	1,026	(2.4)	1,017	(.9)	2,472	2,557	3.4	2.533	(.9)
Germantown	-	189	-	266	40.7	-	-	-	-	-	-	189	-	266	40.7
Prince George's	5,973	7,286	22.0	7,855	7.8	3,687	3,970	7.7	4,060	2.3	9,660	11,256	16.5	11,915	5.9
Wor-Wic Tech	-	-	-	129	-	-	-	-	63	-	-	-	-	192	-
TOTAL	40,444	48,063	18.8	51,001	6.1	24,235	28,177	16.3	28,954	2.8	64.679	76,240	17.9	79.955	4.9

Incr. = Increase
(Decr.) = Decrease

SOURCE OF DATA: SBHE S-1

Table 3-D

MARYLAND COMMUNITY COLLEGES
ENROLLMENT BY RACE FALL 1976

	American															
	Asian		Black		Hispanic		Indian		White		Foreign		All Other/ Race Unknown		TOTAL	
	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Allegany	3	1	27	10	-	-	3	-	1,245	529	-	-	9	5	1,287	545
Anne Arundel	26	31	156	277	19	42	20	35	2,093	3,805	29	11	-	-	2,343	4,201
Baltimore	10	13	3,016	4,187	9	8	5	3	533	1,189	75	60	157	186	3,805	5,646
Catonsville	14	37	377	794	9	24	2	11	2,285	5,833	6	4	169	762	2,862	7,465
Cecil	-	-	41	21	-	-	-	-	505	792	-	-	-	-	546	813
Charles	4	10	50	135	1	8	3	7	610	1,339	1	1	4	7	673	1,507
Chesapeake	2	2	61	42	-	-	-	-	262	452	-	-	-	-	325	496
Dundalk	2	7	92	116	1	4	2	5	583	1,404	-	-	-	8	680	1,544
Essex	10	15	191	213	8	13	7	10	2,782	6,168	-	-	25	54	3,023	6,473
Frederick	3	7	23	77	3	7	2	2	590	1,001	-	-	-	1	621	1,095
Garrett	-	-	-	1	-	-	-	-	256	262	-	-	-	-	256	263
Hagerstown	2	3	68	34	2	7	1	-	845	980	5	2	8	15	931	1,041
Harford	15	5	101	65	6	11	2	4	799	1,039	-	-	204	1,149	1,127	2,273
Howard	4	15	78	188	6	10	1	1	455	1,180	1	-	19	65	564	1,459
Montgomery:																
Rockville	78	83	208	330	38	66	9	21	3,696	5,297	537	378	205	239	4,771	6,414
Takoma Park	25	47	138	270	19	35	5	5	561	917	216	172	53	70	1,017	1,516
Germantown	-	4	-	13	-	2	-	1	-	230	-	1	-	15	-	266
Prince George's	73	108	998	2,386	30	68	13	22	2,898	5,236	48	35	-	-	4,060	7,855
Wor-Wic Tech	1	-	18	28	-	1	-	-	44	100	-	-	-	-	63	129
TOTAL	272	388	5,643	9,187	151	306	75	127	21,042	37,753	918	664	853	2,576	28,954	51,001

F-T = Full-time
P-T = Part-time

SOURCE OF DATA: SBHE S-1

Table 4-D

MARYLAND COMMUNITY COLLEGES
COMPARISON OF 1974, 1975, AND 1976 BLACK STUDENT FALL ENROLLMENT

College	1974			% of Total Enrollment	1975			% of Total Enrollment	1976			% of Total Enrollment	Change In Percent 1974-1976
	F-T	P-T	Total		F-T	P-T	Total		F-T	P-T	Total		
Allegany	13	13	26	2.0	21	5	26	1.6	27	10	37	2.0	0.0
Anne Arundel	87	134	221	4.7	119	214	333	5.9	156	277	433	6.6	1.9
Baltimore	1,898	4,128	6,026	72.5	2,750	4,288	7,038	72.9	3,016	4,187	7,203	76.2	3.7
Catonsville	160	611	771	9.0	301	659	960	9.7	377	794	1,171	11.3	2.3
Cecil	15	21	36	3.6	43	22	65	4.7	41	21	62	4.6	1.0
Charles	41	115	156	10.7	46	146	192	9.1	50	135	185	8.5	(2.2)
Chesapeake	40	29	69	10.6	53	39	92	12.8	61	42	103	12.5	1.9
Dundalk	35	52	87	6.4	79	84	163	7.8	92	116	208	9.4	3.0
Essex	81	93	174	2.4	105	151	256	2.9	191	213	404	4.3	1.9
Frederick	27	47	74	5.1	28	70	98	5.9	23	77	100	5.8	.7
Garrett	-	-	-	-	-	-	-	-	-	1	1	.2	.2
Hagerstown	41	24	65	3.7	50	35	85	4.4	68	34	102	5.2	1.5
Harford	84	121	205	7.3	113	131	244	7.7	101	65	166	4.9	(2.4)
Howard	69	135	204	14.0	109	179	288	14.6	78	188	266	13.1	(.9)
Montgomery	266	430	696	5.5	328	590	918	6.6	346	613	959	6.9	1.4
Prince George's	628	1,415	2,043	21.2	873	2,090	2,963	26.3	998	2,386	3,384	28.4	7.2
Wor-Wic Tech	-	-	-	-	-	-	-	-	18	28	46	24.0	-
TOTAL	3,485	7,368	10,853	16.8	5,018	8,703	13,721	18.0	5,643	9,187	14,830	16.5	1.7

F-T = Full-time
P-T = Part-time

SOURCE OF DATA: SBHE S-1

MARYLAND COMMUNITY COLLEGES
COMPARISON OF IN-COUNTY/CITY, OUT-OF-COUNTY/CITY, OUT-OF-STATE OPENING ENROLLMENT FALL 1976

College	In-County/City			Out-of-County/City			Out-of-State, Foreign and Residence Unknown			TOTAL ENROLLMENT		
	F-T	P-T	Total	F-T	P-T	Total	F-T	P-T	Total	F-T	P-T	Total
Allegany	994	495	1,489	175	20	195	118	30	148	1,287	545	1,832
Anne Arundel	2,282	4,157	6,439	21	30	51	41	13	54	2,344	4,200	6,544
Baltimore	3,527	5,073	8,600	134	461	595	144	112	256	3,805	5,646	9,451
Catonsville	1,947	5,164	7,111	907	2,289	3,196	8	12	20	2,862	7,465	10,327
Cecil	539	797	1,336	2	6	8	5	10	15	546	813	1,359
Charles	579	1,346	1,925	90	157	247	4	4	8	673	1,507	2,180
Chesapeake	307	457	764	18	32	50	-	7	7	325	496	821
Dundalk	596	1,429	2,025	84	115	199	-	-	-	680	1,544	2,224
Essex	2,487	5,668	8,155	523	799	1,322	11	8	19	3,021	6,475	9,496
Frederick	570	950	1,520	47	138	185	4	7	11	621	1,095	1,716
Garrett	255	246	501	-	10	10	1	7	8	256	263	519
Hagerstown	797	996	1,793	23	18	41	81	57	138	901	1,071	1,972
Harford	1,075	2,206	3,281	20	28	48	32	39	71	1,127	2,273	3,400
Howard	498	1,354	1,852	65	105	170	1	-	1	564	1,459	2,023
Montgomery:												
Rockville	4,334	6,002	10,336	51	209	260	386	203	589	4,771	6,414	11,185
Takoma Park	790	1,330	2,120	49	61	110	178	125	303	1,017	1,516	2,533
Germantown	-	263	263	-	2	2	-	1	1	-	266	266
Prince George's	3,862	7,536	11,398	76	145	221	122	174	296	4,060	7,855	11,915
Wor-Wic Tech	64	127	191	-	-	-	-	1	1	64	128	192
TOTAL	25,503	45,596	71,099	2,285	4,625	6,910	1,136	810	1,946	28,924	51,031	79,955
Percent of Total Enrollment			89%			9%			2%			100%

F-T = Full-time
P-T = Part-time

SOURCE OF DATA: SBHE S-4

Table 6-D

MARYLAND COMMUNITY COLLEGES
CREDIT ENROLLMENT PROJECTIONS FOR PHYSICAL FACILITIES PLANNING
FALL 1977 - FALL 1990

Fall	Full-time	Part-time	TOTAL ENROLLMENT	CREDIT FTE	CREDIT FTDE
1973[a]	24,070	34,647	58,717	35,619	27,568
1974[a]	24,235	40,444	64,679	37,716	28,597
1975[a]	28,177	48,063	76,240	44,198	31,529
1976[a]	28,924	51,031	79,955	45,934	34,510
1977	30,132	55,156	85,288	48,517	36,033
1978	30,977	59,296	90,273	50,742	37,556
1979	31,797	63,293	95,090	52,894	39,078
1980	32,422	66,768	99,190	54,678	40,601
1981	32,911	69,799	102,710	56,177	42,124
1982	33,214	72,249	105,463	57,297	43,647
1983	33,714	74,949	108,663	58,697	44,140
1984	33,871	76,710	110,581	59,441	44,633
1985	33,906	78,017	111,923	59,911	45,125
1986	33,821	78,878	112,699	60,113	45,618
1987	33,691	79,480	113,171	60,184	46,111
1988	33,609	80,061	113,670	60,296	
1989	33,530	80,530	114,060	60,373	
1990	33,462	80,926	114,388	60,437	

[a] Actual enrollments.

FTE = Full-time Equivalent (full-time + 1/3 part-time)
FTDE = Full-time Day Equivalent

SOURCE OF DATA: SBHE

Table 7-D

MARYLAND COMMUNITY COLLEGES
1987 ENROLLMENT PROJECTIONS FOR FACILITIES PLANNING
FOR PLANNING PERIOD JULY 1977 - JULY 1978

College	1974	1975	1976			FTE % Increase (Decrease)		1974	1975	1976	FTDE % Increase (Decrease)		% Day Contact Hours	Fall 1982 Projected		Fall 1987 Projected	
	FTE	FTE	F-T	P-T	FTE	1974-1975	1975-1976	FTDE	FTDE	FTDE	1974-1975	1975-1976	1976	FTE	FTDE	FTE	FTDE
Allegany	1,000	1,263	1,287	545	1,469	26.3	16.3	760	922	984	21.3	6.7	67	1,680	1,127	1,764	1,290
Anne Arundel	2,823	3,357	2,344	4,200	3,744	18.9	11.5	2,089	2,484	2,621	18.9	5.5	70	4,922	3,445	5,170	3,619
Baltimore	4,483	5,616	3,805	5,646	5,687	25.2	1.3	3,139	3,931	4,322	25.2	9.9	76	7,094	5,391	7,451	5,663
Catonsville	4,500	5,210	2,862	7,465	5,350	15.8	2.7	3,150	2,657	3,799	(15.7)	4.3	71	6,673	4,738	7,010	4,977
Cecil	523	829	546	813	817	58.5	(1.4)	319	431	580	35.1	34.6	71	1,019	723	1,071	760
Charles	784	1,155	673	1,507	1,175	47.3	1.7	588	785	717	33.5	(8.7)	76	1,766	1,342	1,855	1,410
Chesapeake	412	436	325	496	490	5.8	12.3	301	301	352	-	16.9	72	611	440	642	462
Dundalk	691	1,177	680	1,544	1,195	70.3	1.5	518	624	633	20.5	1.4	53	1,801	955	1,892	1,003
Essex	4,207	4,895	3,021	6,475	5,179	16.4	5.8	3,324	3,720	3,884	11.9	4.4	75	5,960	4,695	6,260	5,088
Frederick	824	943	621	1,095	986	14.4	4.6	544	632	710	16.2	12.3	72	1,230	886	1,292	930
Garrett	201	277	256	263	344	37.8	24.2	113	199	196	76.1	(1.5)	57	429	245	451	257
Hagerstown	1,111	1,225	901	1,071	1,258	10.3	2.7	933	1,029	1,069	10.3	3.9	85	1,558	1,324	1,636	1,391
Harford	1,627	1,860	1,127	2,273	1,885	14.3	1.3	1,155	1,358	1,357	17.6	-	72	2,151	1,549	2,259	1,627
Howard	772	1,017	564	1,459	1,050	31.7	3.2	564	742	809	31.6	9.0	77	1,310	1,008	1,376	1,060
Montgomery	8,079	8,537	5,788	8,196	8,520	5.7	(.1)	7,029	7,171	7,213	2.0	.5	87	10,527	9,159	11,057	9,620
Prince George's	5,678	6,399	4,060	7,855	6,678	12.7	4.4	4,202	4,543	5,209	8.1	14.7	78	8,330	6,497	8,750	6,825
Wor-Wic Tech	-	-	64	128	107	-	-	-	-	55	-	-	52	236	123	248	129
TOTALS	37,715	44,196	28,924	51,031	45,934	17.2	3.9	28,728	31,529	34,510	9.8	9.5		57,297	43,647	60,184	46,111

F-T = Full-time
P-T = Part-time
FTE = Full-time Equivalent
FTDE = Full-time Day Equivalent

SOURCE OF DATA: SBCC

Table 8-D

MARYLAND COMMUNITY COLLEGES
COMPARISON OF COMMUNITY COLLEGE ENROLLMENT TO POLITICAL SUBDIVISION SERVED

College (Political Subdivision)	Population Projections for July 1, 1976	Total In-County/City Enrollment Fall 1976	% of Population Enrolled Fall 1976
Allegany	80,400	1,489	1.85
Anne Arundel	344,500	6,439	1.87
Baltimore (City)	814,300	8,600	1.06
Catonsville, Dundalk, Essex (Baltimore County)	659,100	17,291	2.62
Cecil	54,900	1,336	2.43
Charles	62,700	1,925	3.07
Chesapeake (Caroline, Kent, Queen Anne's and Talbot Counties)	82,900	764	.92
Frederick	97,100	1,520	1.57
Garrett	23,300	501	2.15
Hagerstown (Washington County)	108,300	1,793	1.66
Harford	134,200	3,281	2.45
Howard	103,400	1,852	1.79
Montgomery	592,600	12,719	2.15
Prince George's	697,400	11,398	1.63
Wor-Wic Tech (Worcester, Wicomico, Dorchester, and Somerset Counties)	135,400	191	.14
TOTAL	3,990,500	71,099	1.78

Total population not served by a community College Fall 1976 - 82,500 (2.07 percent of population).
Total estimated State population July 1, 1976 - 4,155,500.
Estimated student population of State not served by a community college Fall 1976 - 1,469.

NOTE: Calvert and St. Mary's Counties were not being served by a community college in Fall 1976. Carroll County is being served by Catonsville Community College.

SOURCE OF DATA FOR COUNTY POPULATION: State Department of Health and Mental Hygiene
SOURCE OF DATA FOR IN-COUNTY ENROLLMENT: MCHE S-4

Table 9-D

MARYLAND COMMUNITY COLLEGES
SUMMARY OF DEGREES AND OTHER FORMAL AWARDS CONFERRED
FISCAL YEAR 1976

College	Certificates (Less than Two-Year)	TOTAL AA Degrees Awarded	Transfer AA Degrees	Occupational AA Degrees	Occupational AA Degrees					
					Business & Commerce	Data Processing	Health Service	Mechanical & Engineering	Natural Science	Public Service
Allegany	28	238	58	180	30	8	97	16	27	2
Anne Arundel	36	545	303	242	72	28	69	26	9	38
Baltimore	33	808	237	571	128	19	201	21	4	198
Catonsville	177	695	364	331	48	35	123	56	-	69
Cecil	1	74	57	17	4	-	8	1	-	4
Charles	47	168	102	66	19	14	-	10	7	16
Chesapeake	13	74	47	27	11	-	-	4	1	11
Dundalk	26	140	117	23	3	-	-	5	-	15
Essex	33	726	421	305	45	-	157	9	-	94
Frederick	7	136	78	58	19	-	28	10	-	1
Garrett	1	50	36	14	2	-	-	-	9	3
Hagerstown	13	295	165	130	35	11	36	12	5	31
Harford	44	285	177	108	10	5	75	8	5	5
Howard	36	123	68	55	13	7	34	1	-	-
Montgomery:										
Rockville	93	720	413	307	153	32	1	40	-	81
Takoma Park	30	235	62	173	4	2	165	-	-	2
Prince George's	8	905	468	437	92	31	210	44	-	60
Wor-Wic Tech	-	-	-	-	-	-	-	-	-	-
TOTALS	626	6,217	3,173	3,044	688	192	1,204	263	67	630
Percent of Total AA Degrees	-	100%	51%	49%	11%	3%	19%	4%	1%	10%

AA = Associate in Arts

SOURCE OF DATA: SBHE D

MARYLAND COMMUNITY COLLEGES
COMPARISON OF 1972, 1973, 1974, 1975 AND 1976 DEGREES AND CERTIFICATES AWARDED
FISCAL YEARS

College	Transfer AA Degrees Awarded					Occupational AA Degrees Awarded					Certificates Awarded (Less Than Two-Year)				
	1972	1973	1974	1975	1976	1972	1973	1974	1975	1976	1972	1973	1974	1975	1976
Allegany	82	49	43	40	58	78	120	145	181	180	5	1	19	31	28
Anne Arundel	137	154	237	282	303	105	121	145	192	242	1	3	16	29	36
Baltimore	216	351	290	266	237	467	472	536	542	571	13	26	11	23	33
Catonsville	336	417	399	425	364	190	285	326	337	331	8	-	7	11	177
Cecil	37	34	31	50	57	11	8	11	14	17	1	-	-	-	1
Charles	40	60	67	65	102	23	29	35	57	66	7	104	10	17	47
Chesapeake	54	89	58	71	47	17	19	25	26	27	10	13	6	15	13
Dundalk	-	24	53	73	117	-	1	3	9	23	-	-	31	15	26
Essex	317	347	397	412	421	121	158	272	304	305	-	2	7	8	33
Frederick	76	110	119	137	78	49	10	9	18	58	13	10	8	10	7
Garrett	-	14	23	29	36	-	2	8	7	14	-	-	-	-	1
Hagerstown	158	141	142	165	165	56	83	104	123	130	1	1	5	6	13
Harford	150	183	170	189	177	64	85	103	99	108	7	114	17	33	44
Howard	30	25	33	57	68	5	8	50	61	55	1	-	38	46	36
Montgomery:															
Rockville	336	383	376	394	413	136	170	260	281	307	10	18	55	66	93
Takoma Park	128	113	83	74	62	116	148	168	185	173	2	6	20	20	30
Prince George's	387	392	412	478	468	146	256	393	406	437	-	4	2	6	8
Wor-Wic Tech	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	2,484	2,886	2,933	3,207	3,173	1,584	1,975	2,593	2,842	3,044	79	302	252	336	626

AA = Associate in Arts

SOURCE OF DATA: SBHE D

Table 11-D

MARYLAND COMMUNITY COLLEGES
CURRENT FUNDS EXPENDITURES AND MANDATORY TRANSFERS FISCAL YEAR 1976

College	Instruction	Research	Public Service	Academic Support	Student Services	Institutional Support	Plant Operation	Scholar-ships	Educational and General Mandatory Transfers	Auxiliary Enterprises	Independent Operations	TOTALS
Allegany	$ 1,862,702	$ -	$ 16,350	$ 261,472	$ 240,043	$ 670,825	$ 190,400	$ -	$ -	$ -	$ -	$ 3,241,792
Anne Arundel	4,199,248	-	-	-	358,826	808,367	857,929	17,345	-	363,257	-	6,604,972
Baltimore	5,503,829	-	853,213	413,916	557,332	1,524,803	1,250,606	519,388	1,062,255	971,078	-	12,656,420
Catonsville	5,081,062	28,858	-	1,131,829	1,318,010	2,369,791	1,336,477	154,093	5,115	670,989	-	12,096,224
Cecil	833,555	-	-	107,350	172,139	207,785	162,361	-	-	-	-	1,483,190
Charles	1,426,662	-	-	431,448	176,881	509,621	406,582	44,607	-	94,870	-	3,090,671
Chesapeake	609,172	33,330	-	60,218	275,153	200,524	262,800	-	-	52,918	-	1,494,115
Dundalk	1,498,058	-	-	424,404	451,371	690,994	428,021	9,978	58,424	87,521	-	3,648,771
Essex	4,635,928	-	70,512	839,591	1,458,041	1,342,107	1,448,100	10,138	-	731,700	-	10,536,117
Frederick	1,019,450	1,570	44,068	296,534	139,856	221,795	319,729	18,392	-	133,442	-	2,194,836
Garrett	706,039	7,146	-	181,405	109,896	1,065,421	118,798	4,639	-	20,674	-	2,214,018
Hagerstown	1,442,539	-	-	130,900	202,659	836,467	184,950	-	-	163,174	-	2,960,689
Harford	2,551,399	-	-	227,938	518,140	678,622	631,884	102,046	27,768	365,274	-	5,103,071
Howard	964,922	-	80,812	359,823	160,745	420,417	265,599	12,825	-	100,704	-	2,365,847
Montgomery	10,557,085	-	-	1,570,129	1,649,420	3,472,366	2,638,159	315,309	13,832	1,544,815	141,582	21,902,697
Prince George's	6,643,759	-	1,340,883	456,603	1,304,005	2,279,578	1,203,790	-	12,799	-	-	13,241,417
Wor-Wic Tech	10,152	-	-	17,156	9,846	28,614	14,151	-	-	-	-	79,919
TOTALS	$49,545,561	$70,904	$2,405,838	$6,910,716	$9,102,363	$17,328,097	$11,720,336	$1,208,760	$1,180,193	$5,300,416	$141,582	$104,914,766

SOURCE OF DATA: HEGIS 2300-4

MARYLAND COMMUNITY COLLEGES
CURRENT FUNDS REVENUES FISCAL YEAR 1976

College	Tuition and Fees	Government Appropriations			Government Grants and Contracts	Other	TOTAL
		Federal	State	Local			
Allegany	$ 740,239	$ 595,797	$ 1,240,540	$ 581,625	-	$ 140,774	$ 3,298,975
Anne Arundel	1,875,686	-	2,662,667	2,056,752	-	428,323	7,023,428
Baltimore	2,397,057	267,551	4,439,138	3,518,726	$ 1,082,870	934,797	12,640,139
Catonsville	2,861,465	-	4,537,679	3,395,120	611,767	783,049	12,189,080
Cecil	372,862	80,052	681,046	390,566	-	11,766	1,536,292
Charles	643,200	428,081	1,109,346	812,000	257,248	477,153	3,727,028
Chesapeake	284,288	75,087	639,503	393,394	141,797	82,696	1,616,765
Dundalk	553,900	-	1,355,888	1,444,649	279,052	167,757	3,801,246
Essex	2,243,176	37,211	4,012,827	3,137,887	814,863	846,540	11,092,504
Frederick	463,648	62,771	932,806	586,841	2,879	187,047	2,235,992
Garrett	171,334	-	708,775	315,000	999,640	36,980	2,231,729
Hagerstown	634,851	108,770	1,062,642	844,316	194,154	215,373	3,060,106
Harford	1,338,174	-	1,740,823	1,226,761	296,909	428,065	5,030,732
Howard	513,649	-	853,580	720,312	28,857	144,895	2,261,293
Montgomery	6,787,917	-	6,043,240	6,224,750	686,009	1,867,535	21,609,451
Prince George's	3,736,321	-	5,358,971	3,235,541	1,638,298	220,622	14,189,753
Wor-Wic Tech	4,165	-	14,872	-	73,419	979	93,435
TOTAL	$25,621,932	$ 1,655,320	$37,394,343	$28,884,240	$ 7,107,762	$ 6,974,351	$107,637,948

SOURCE OF DATA: HEGIS 2300-4

MARYLAND COMMUNITY COLLEGES
PHYSICAL PLANT ASSETS AT END OF FISCAL YEAR 1976

College	Land	Buildings	Equipment	TOTAL
Allegany	$ 200,000	$ 6,367,761	$ 1,265,124	$ 7,832,885
Anne Arundel	976,698	13,054,731	3,432,685	17,464,114
Baltimore	272,677	20,250,012	1,717,312	22,240,001
Catonsville	1,715,593	9,670,902	3,205,176	14,591,671
Cecil	39,714	1,454,215	554,172	2,048,101
Charles	98,794	4,876,219	516,557	5,491,570
Chesapeake	118,105	3,089,079	674,803	3,881,987
Dundalk	313,536	1,670,328	1,114,401	3,098,265
Essex	1,620,741	17,718,154	2,908,203	22,247,098
Frederick	583,762	3,580,165	644,990	4,808,917
Garrett	204,000	2,425,328	573,786	3,203,114
Hagerstown	233,000	5,861,236	1,390,491	7,484,727
Harford	450,000	6,583,282	1,648,805	8,682,087
Howard	514,790	5,025,030	950,002	6,489,822
Montgomery	5,724,136	27,163,819	4,518,456	37,406,411
Prince George's	2,492,439	17,912,571	2,647,181	23,052,191
Wor-Wic Tech	-	-	7,299	7,299
TOTAL 1976	$ 15,557,985	$146,702,832	$ 27,769,443	$190,030,260
TOTAL 1975	$ 14,760,430	$116,296,921	$ 23,867,330	$154,924,681
TOTAL 1974	$ 8,904,576	$104,149,324	$ 19,921,586	$132,975,666
TOTAL 1973	$ 7,223,690	$ 96,683,972	$ 16,729,170	$119,636,832
TOTAL 1972	$ 5,163,300	$ 74,988,270	$ 14,977,104	$ 96,128,671
TOTAL 1971	$ 5,441,594	$ 70,300,900	$ 12,403,402	$ 88,145,896

SOURCE OF DATA: HEGIS 2300-4

Table 14-D

MARYLAND COMMUNITY COLLEGES
CAPITAL CONSTRUCTION STATE BOND AUTHORIZATIONS

	Year of Authorization	Amount
Local community colleges:		
	1976	-
	1975	$ 10,000,000
	1974	8,000,000
	1973	-
	1972	10,000,000
	1971	15,000,000
	1970	5,000,000
	1969	10,000,000
	1968	10,000,000
	1967	10,000,000
	1964	15,000,000
	1962	5,000,000
	1961	5,000,000
		$103,000,000
Regional community colleges:		
	1969	$ 3,000,000
	1965	5,000,000
		$ 8,000,000
TOTAL		$111,000,000

SOURCE OF DATA: SBCC

Table 15-D

MARYLAND COMMUNITY COLLEGES
TUITION 1976-1977[a]

College	Service Area	Resident of Service Area		Maryland Resident from Outside Service Area		Out-of-State Resident	
		Per Term Full-time	Per Hour Part-time	Per Term Full-time	Per Hour Part-time	Per Term Full-time	Per Hour Part-time
Allegany	Allegany County	$150.00	$ 15.00	$350.00	$ 35.00	$ 700.00	$ 70.00
Anne Arundel	Anne Arundel County	200.00	17.00	440.00	38.00	800.00	68.00
Baltimore	Baltimore City	180.00	18.00	360.00	36.00	540.00	54.00
Catonsville	Baltimore County	170.00[b]	15.00	363.00[b]	32.00	794.00[b]	70.00
Cecil	Cecil County	156.00	13.00	312.00	26.00	516.00	43.00
Charles	Charles County	16.00[c]	16.00	32.00[c]	32.00	48.00[c]	48.00
Chesapeake	Caroline, Kent, Queen Anne's & Talbot Counties	200.00	20.00	400.00	40.00	1,182.00	70.00
Dundalk	Baltimore County	170.00[b]	15.00	363.00[b]	32.00	794.00[b]	70.00
Essex	Baltimore County	170.00[b]	15.00	363.00[b]	32.00	794.00[b]	70.00
Frederick	Frederick County	150.00	12.00	300.00	25.00	600.00	50.00
Garrett	Garrett County	150.00	12.00	300.00	20.00	400.00	40.00
Hagerstown	Washington County	175.00	15.00	400.00	33.00	675.00	56.00
Harford	Harford County	17.00[c]	17.00	40.00[c]	40.00	68.00[c]	68.00
Howard	Howard County	180.00	16.00	360.00	32.00	620.00	52.00
Montgomery	Montgomery County	250.00[d]	20.00	660.00[d]	45.00	850.00[d]	70.00
Prince George's	Prince George's County	13.00[c]	13.00	30.00[c]	30.00	53.00[c]	53.00
Wor-Wic Tech	Worcester, Wicomico, Dorchester, & Somerset Counties	170.00	15.00	340.00	30.00	540.00	45.00

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[a] In addition to tuition, a range and variety of fees are also charged by the community colleges but are not included in this table.

[b] Tuition for 12 credit hours. Tuition is based on credit hour load (1-11 credit hours, $15 per credit hour; each additional credit hour, $5).

[c] Per credit hour.

[d] Montgomery has a modified credit hour tuition charge up to the maximum reported here.

SOURCE OF DATA: SBCC

Table 16-D

MARYLAND COMMUNITY COLLEGES
INVENTORY OF TOTAL NET ASSIGNABLE SQUARE FEET BY TYPE OF ROOM
FISCAL YEARS 1971 - 1976
AS OF SEPTEMBER 30 OF EACH YEAR

College	Classroom	Laboratory	Office	Study	Special Use	General Use	Supporting	Health Care	Unclassified	TOTAL
Allegany	26.681	46,125	17,256	13,924	27,753	20,284	5,003	-	-	157,026
Anne Arundel	29,873	55,386	38,775	8,811	34,790	20,731	8,235	397	4,770	201,768
Baltimore	54.813	78,115	60,661	35,126	28,809	31,402	11,503	923	390	301,742
Catonsville	46,430	33,376	52,207	25,852	66,095	22,524	11,024	438	3,951	261,897
Cecil	4,840	8,516	6,093	2,804	2,360	2,860	272	-	-	27,745
Charles	14,099	13,031	20,661	18,145	27,145	7,390	6,384	-	-	106,855
Chesapeake	13,265	25,057	14,055	6,871	27,153	8,327	1,362	-	-	96,090
Dundalk	11,453	5,000	13,480	12,400	1,091	6,784	3,476	300	-	53,984
Essex	35,870	45,978	40,741	22,081	68,834	39,985	6,019	-	1,960	261,468
Frederick	12,194	15,272	12,573	9,070	17,756	9,736	1,657	-	-	78,258
Garrett	6,056	12,084	6,076	5,160	9,501	5,721	3,273	-	-	47,871
Hagerstown	17,972	26,531	17,727	13,957	18,473	6,553	4,036	214	-	105,463
Harford	15,485	27,406	25,385	24,155	40,255	17,506	7,810	488	7,100	165,590
Howard	16,776	15,742	14,515	6,759	1,910	6,497	1,639	-	-	63,838
Montgomery:										
Rockville	55,668	93,789	74,643	55,029	65,901	53,315	11,624	463	-	410,432
Takoma Park	14,251	31,346	21,022	19,731	2,000	1,899	788	-	21,225	112,262
Germantown	-	-	1,200	-	-	-	-	-	-	1,200
Prince George's	58,717	66,355	59,741	7,053	24,044	76,186	11,897	272	-	304,265
Wor-Wic Tech	5,500	2,000	4,000	-	-	-	-	-	-	11,500
TOTAL 1976	439,943	601,109	500,811	286,928	463,870	337,700	96,002	3,495	39,396	2,769,254
TOTAL 1975	360.617	536,674	419,809	216,181	440,483	336,922	81,155	3,225	12,025	2,407,091
TOTAL 1974	333.813	472,628	390,782	212,861	415,251	295,393	83,920	2,813	23,801	2,231,262
TOTAL 1973	331,375	435.229	357,149	225,224	385,445	288,610	81,046	4,743	22,371	2,131,192
TOTAL 1972	328,481	409,708	329,521	230,843	379,161	257,232	66,702	126	54,798	2,051,572
TOTAL 1971	329,346	415,189	307,196	171,660	353,459	236,847	66,899	580	18,227	1,899,403
TOTAL 1970	306,209	322,887	264,075	157,464	257,069	266,917	85,716	2,972	12,266	1,675,575

SOURCE OF DATA: HEGIS 2300-7

Table 17-D

MARYLAND COMMUNITY COLLEGES
EMPLOYEES BY COLLEGE AND FUNCTION FY 1976

College	Administrative				Instructional				Other Professional				Support				TOTAL ALL FUNCTIONS				TOTAL EMPLOYEES	
	Minority		White		Minority		White		Minority		White		Minority		White		Minority		White			
	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T	F-T	P-T
Allegany	-	-	14	-	-	-	95	20	-	-	-	-	2	-	60	1	2	-	169	21	171	21
Anne Arundel	-	-	10	-	6	4	166	124	2	-	19	-	34	3	111	17	42	7	306	141	348	148
Baltimore	16	-	28	-	45	139	132	391	29	12	28	10	131	7	74	10	221	158	262	411	483	569
Catonsville	3	-	32	-	9	9	203	249	8	-	36	-	37	-	192	-	57	9	463	249	520	258
Cecil	-	-	7	-	1	-	34	100	-	-	-	-	3	-	29	-	4	-	70	100	74	100
Charles	-	-	8	-	2	4	39	84	2	-	19	3	14	-	56	2	18	4	122	89	140	93
Chesapeake	-	-	6	-	3	-	24	7	-	-	4	2	8	2	26	7	11	2	60	16	71	18
Dundalk	2	-	9	-	4	3	34	68	2	-	5	-	14	-	61	9	22	3	109	77	131	80
Essex	1	-	20	-	7	13	171	238	2	-	31	1	11	-	222	15	21	13	444	254	465	267
Frederick	1	-	23	-	1	1	31	57	-	-	-	-	4	-	39	1	6	1	93	58	99	59
Garrett	-	-	10	-	-	-	15	28	-	-	-	-	-	-	28	6	-	-	53	34	53	34
Hagerstown	-	-	16	-	2	1	56	42	-	-	7	-	-	-	57	6	2	1	136	48	138	49
Harford	1	-	24	-	3	4	92	90	1	-	1	3	12	-	109	25	17	4	226	118	243	122
Howard	1	-	25	-	1	3	34	60	1	-	4	-	11	4	43	9	14	7	106	69	120	76
Montgomery	3	-	40	-	11	9	372	282	1	-	35	-	80	-	362	-	95	9	809	282	904	291
Prince George's	4	-	34	-	21	33	201	314	4	2	27	10	68	39	146	151	97	74	408	475	505	549
Wor-Wic Tech	-	-	4	-	-	-	4	8	-	-	-	-	-	-	4	-	-	-	12	8	12	8
TOTAL	32	-	310	-	116	223	1,703	2,162	52	14	216	29	429	55	1,619	259	629	292	3,848	2,450	4,477	2,742

F-T = Full-time
P-T = Part-time

SOURCE OF DATA: SBHE E-1

SPACE ALLOCATION GUIDELINES FOR THE ADMINISTRATION AND DEVELOPMENT OF CONSTRUCTION PROJECTS FOR THE PUBLIC JUNIOR OR COMMUNITY COLLEGES IN THE STATE OF MARYLAND

In addition to the *General Public Junior or Community College or Regional Community College Construction Procedures* as adopted by the Board of Public Works on January 5, 1972, these Guidelines, adopted by the Board of Public Works on November 7, 1974, are to be used for the determination of the capital funding by the State for specific projects.

Part A. FACILITIES AND PROJECT ELEMENTS FOR WHICH STATE FINANCING IS UNAVAILABLE

1. Game room, recreation rooms, and ballrooms;
2. Residence halls and faculty housing;
3. Facilities for research not related to instruction;
4. Stadiums, field houses, or arenas, including indoor track and field facilities;
5. Temporary outdoor seating;
6. Temporary parking lots except for those surfaced with stone, gravel, or other aggregate;
7. Parking garages;
8. More than minimal stage lighting;
9. Outdoor lighting of athletic facilities;
10. Decorative pools and fountains;
11. Draperies;
12. Murals, sculpture, or other art work;
13. Planter boxes;

14. Extensive areas of brick or stone paving;

15. Fees or other costs in connection with items or projects excluded from State participation, and the proportional areas of a building which exceed the efficiency factor cited in Part C, section 2.2.

The above restrictions shall not preclude the option of the local authority from financing those facilities or portions thereof not eligible for State financial assistance.

Part B. SPACE GUIDELINES

1. Fundamental Principles

1.1 These Guidelines are for determining needs which require capital funding by the State. These capital requirements (or computed needs) Guidelines are not to be used to architecturally design a specific space or facility. Any space architecturally designed, however, must fall within the computed needs developed by these capital requirements Guidelines.

1.2 Normally, projects shall be planned using a five-year enrollment projection. For specialized or unique facilities, such as libraries, gymnasiums, assembly areas, audiovisual, radio, television, food facilities, and merchandising facilities, a ten-year projection shall be used. Insofar as practicable, these facilities should be designed and located to permit future expansion.

1.3 Full-time day (8:00 a.m. to 5:00 p.m.) students and part-time day students shall be equated to full-time day equivalent (FTDE) students which count, used in conjunction with space factors, will be a major basis for determining space needs. Only students attending the campus for which space needs are being computed shall be counted.

1.4 The full-time day equivalent count for each college is to be determined and certified by the executive director of the State Board for Community Colleges in accordance with the accepted Statewide definitions promulgated by the State Board for Higher Education.

1.5 Daytime weekly student contact hours (WSCH) are to be used to compute classroom, laboratory, and gymnasium space needs. Such WSCH shall be certified by the executive director of the State Board. Except for prerequisite courses, no noncredit contact hours are to be allowed in computing space. Only "on campus" hours are valid.

1.6 Enrollment projections to be used by the colleges by applying these Guidelines will be revised and agreed upon no later than January 1 by the State Board for Community Colleges and the State Board for Higher Education. A projected five-year minimum of 700 full-time equivalent (FTE) students (not including transfers from existing institutions) will be required as one of the conditions for approval of new colleges or additional campuses for existing institutions.

1.7 Office space shall be based on the count of full-time faculty equivalent, full-time administrators, full-time librarians, full-time staff, and student officers as determined and certified by the executive director of the State Board for Community Colleges.

1.8 Categories of spaces with identifying code numbers and definitions shall conform to the State Board for Higher Education's "Facilities Classification and Inventory Procedures Manual."

1.9 Community college capital requirements guidelines are as follows:

			Space Factor by Size of FTDE Enrollment			
MCHE Code	Space	Base	Under 1,000	1,000-2,499	2,500-4,999	5,000 and Up
100	CLASSROOM	WSCH[1]	.90	.84	.83	.76
200	LABORATORY	WSCH	4.00	3.57	3.41	3.26
300	OFFICE	FTEF[2] FT Staff Student Officers[3]	140.00	140.00	140.00	140.00
400	STUDY (Libraries, etc.)	Total	see subsections			
410	Seating	FTDE[4]	6.25	6.25	6.25	6.25
420	Stack	BVE[5]	.10	.10	.10	.10
440-455	Processing	Sum of 410 plus 420	.16	.16	.16	.16
500	SPECIAL USE		see subsections			
520	Physical Education	WSC	11.00[6]	11.00[6]	11.00	11.00
530	AV, Radio, TV	FTDE	.80[7]	.90[8]	.90[8]	.90[8]
600	GENERAL USE		see subsections			
610	Assembly	FTDE	Ad Hoc	3.70	3.00[9]	2.20
620	Exhibition	FTDE	1.00	.50	.40	.30
630	Food Facilities	FTDE, FT Faculty FT Staff	3.00	3.00	3.00	3.00
650	Lounge Facilities	FTDE	1.50	1.50	1.50	1.50
660	Merchandising Facilities	FTDE	.50[10]	.50[10]	.50	.50
700	SUPPORT		see subsections			
710	Data Processing	FTDE	Ad Hoc	.30[11]	.50[12]	.30[13]
720-745	Shops, Storage Vehicle Storage, and Repair	FTDE	4.25	3.10	2.18	1.70
800	HEALTH SUITE	FTDE	.50[14]	.21[14]	.21	.20

NOTE: Computed need in any space category shall not exceed the lowest amount that can be computed for a college in the next size category.

1.10 Abbreviations, definitions, and footnotes:

(1) WSCH - Weekly Student Contact Hours for day students in credit or prerequisite courses only.

(2) FTEF - Full-time Equivalent Faculty. All full-time faculty, including librarians, plus 25 percent of all part-time faculty.

(3) 1,120 square feet maximum for student offices.

(4) FTDE - Full-time Day Equivalent. Percentage of institutional student contact hours generated between 8:00 a.m. and 5:00 p.m. multiplied by the full-time equivalent enrollment (percent day institutional contact hours times FTE = FTDE).

(5) BVE - Bound Volume Equivalent. Recommend 20,000 BVE for first 1,000 FTE and 1,000 BVE for every 100 FTE above 1,000.

Bound Volume Equivalents

Type	Unit	BVE
Books	volume	1.0000
Documents, music scores, and pamphlets, including archives	item	.1250
Maps, in cases	item	2.0000
Microfilm, boxed	reel	.3125
Microprint, boxed	item	.0125
Newspapers, unbound	title	17.8570
Newspapers, back files	volume	13.8800
Periodicals, unbound	title	2.0000
Periodicals, boxed	title	4.0000
Recordings	item	.2500
Reference	volume	2.8750
Slides, bound	item	.0488
Slides, unbound	item	.0244

(6) Minimum size gymnasium facility - 15,000 NASF (no pool). Acceptable pool size is 7,000 NASF maximum; must be justified.

(7) No provision made for television.

(8) Includes space for television when justified.

(9) 8,320 NASF minimum allowed for this facility.

(10) 800 NASF allowable if FTDE count is too low.

(11) 700 NASF terminal maximum allowable.

(12) 2,000 NASF center maximum allowable.

(13) 2,500 NASF center maximum allowable.

(14) 400 NASF allowable if FTDE count is too low.

1.11 Explanation of factor development. The elements for computing the space factor used for determining space needs for classrooms, laboratories, and physical education are the net assignable square feet per student station (NASF/SS); the number of hours in a 45 hour week the space should be used (hours/week); and the percent of student occupancy of the room when space is in use. These elements are expressed in the formula:

$$\text{Space factor} = \frac{\text{NASF/SS}}{\text{hours/week} \times \%\ \text{occupancy}}$$

100 - Classroom. The station size was developed by using a weighted average of station sizes from 20 NASF/SS for small seminar rooms to 12 NASF/SS for lecture halls. To this average (16 NASF/SS) was added 2 percent for service areas, resulting in a station size of 16.3.

The hours of use ranged from 30 hours/week in small colleges to 33 hours/week in the largest colleges. The percent of student occupancies ranged from 60 percent for small colleges to 65 percent for the largest colleges.

Specific figures for each size group of colleges are:

Under 1,000 FTDE - 16.3 ÷ (30 x .600) = .90
1,000 to 2,499 - 16.3 ÷ (31 x .625) = .84
2,500 to 4,999 - 16.3 ÷ (32 x .625) = .83
5,000 and up - 16.3 ÷ (33 x .650) = .76

200 - Laboratory. To determine a composite station size, weighted average of transfer program and technical program types of laboratories were computed which gave a composite of 48 NASF. To this was added 20 percent for service and 4 percent for individual laboratories, making a total composite station size of 60 NASF.

The hours of use ranged from 20 per week for small colleges to 23 per week for the largest schools. The percent of student occupancy used was 75 percent for the smallest group and 80 percent for all others.

Specific figures for each size group of colleges are:

Under 1,000 FTDE - 60 ÷ (20 x .75) = 4.00
1,000 to 2,499 - 60 ÷ (21 x .80) = 3.57
2,500 to 4,999 - 60 ÷ (22 x .80) = 3.41
5,000 and up - 60 ÷ (23 x .80) = 3.26

300 - Office. The allowance of 140 NASF per individual requiring office space was adopted to cover all space required for faculty, administrative, clerical, student offices (1,120 square feet maximum), library offices, file rooms, mimeograph rooms, vaults, conference rooms, waiting rooms, interview rooms, closets, private toilets, record rooms, and office supply rooms. Centralized mimeograph or print shops were not included.

400 - Study. This category includes library and learning resources centers. Space determination formula followed American Library Association (ALA) recommendations. Seating station size is 25 NASF which, when multiplied by seating for 25 percent of the FTDE, produces a seating factor of 6.25 (25 x .25).

The size of the stack space is determined by allowing .1 NASF per bound volume equivalent (BVE) with a library of 20,000 BVE recommended for the first 1,000 FTE and 1,000 BVE per 100 FTE thereafter, although no ceiling on volume count is mandatory.

The processing and service spaces are determined as a group by taking 16 percent of the combined seating and stack space.

The total space for library is found by adding the space computed for seating, stack, and service.

500 - Special Use.

520 - Physical Education. For all but the largest colleges, the elements for computing the space needs are 250 square feet per station, 30 hours/week, and 75 percent occupancy. For the largest colleges, 80 percent occupancy was used.

Recognizing that WSCH for smaller colleges could not generate enough space needs to equal the very large station size, a minimum size facility of 15,000 NASF for the gymnasium, including game courts, multi-use rooms, locker, shower, towel, first aid, dressing, and equipment supply rooms, was included in the Guidelines. A six-lane swimming pool of 7,000 NASF maximum was incorporated as a separate requirement which must be fully justified to be funded.

It is noted that service is included in the 250 NASF station size.

530 - Audiovisual, Radio, Television, and Service. The factor is based on the relation of the FTDE to a maximum model facility for each size group; e.g., for a small college a facility which includes no space for television should not require more than 800 NASF, or for a medium-large size college, no more than 4,500 NASF, including a television studio. Obviously, all such facilities need full justification regardless of the size of the college.

600 - General Use.

610 - Assembly. This factor is related to the maximum size assembly or auditorium facility for the size of the college. In the case of the small (under 1,000 FTDE) there is no factor as constructing an assembly facility would have to be on an ad hoc basis with ample justification. An assembly space of 8,320 NASF minimum would be provided until the computed need, based on the appropriate space factor, exceeds this amount.

620 - Exhibition. These factors are based on 1 percent of the combined instructional spaces on campus or the sum of space developed for categories 100 through 500.

630 - Food Facilities. This factor is based on a station size of 21 NASF, 45 percent of the FTDE students, plus full-time faculty and full-time staff, and a 3.2 times turnover rate.

650 - Lounge Facilities. The factor for this category is based on a station of 15 NASF and 10 percent of the FTDE occupying the space.

660 - Merchandising Facilities. This category is provided to permit the allocation of space for student book stores for the sale of instructional materials only.

700 - Support.

710 - Data Processing. The factors were developed from models of 700 NASF for a data processing terminal and 2,000 to 2,500 NASF for computer centers. Small colleges would be allocated space on an ad hoc basis.

720-745 - Shops, Storage, Vehicle Storage and Repair. The factor is developed to give the college flexibility to take care of shops for physical plant maintenance, central duplication shops, and comprehensive or centralized audio-visual preparation area, as well as central storage facilities and inactive departmental storage. This category also provides for vehicle storage and service facilities if desired by the college.

These factors were developed by summing the factors previously used in the Guidelines for the 720, 730, and 740-790 categories as follows:

			Under 1,000	1,000-2,499	2,500-4,999	5,000 and Up
720	Shop	FTDE	.50	.60	.50	.40
730	Storage	FTDE	.75	.90	.78	.60
740-790	All Other	FTDE	3.00	1.60	.90	.70
	Total		4.25	3.10	2.18	1.70

800 - Health Facilities. The factor is based on a model suite consisting of one bed (100 NASF) and one examining room (160 NASF) for the first 2,500 FTDE students and an additional two beds and examining room for the next 2,500 FTDE. To this space would be added office space as computed per category 300.

2. Outdoor Facilities

2.1 Parking: Specify 300 square feet per car.

75 percent: Full-time faculty
75 percent: Staff
75 percent: FTDE
2 percent: Visitors (2 percent of total authorized spaces)

2.2 Outdoor physical education and recreational facilities are to be based upon 100 square feet per head count day student and justified by program requirements with a minimum of the following if justified:

Six tennis courts;
Two fields with a total of 300,000 square feet, one of which may have a track (six lanes with an eight-lane straightaway).

Part C. DESIGN CRITERIA

1.1 Building design shall comply with the current BOCA Building Code as a minimum requirement and meet the fire protection requirements of the current NFPA Code 101. The building shall comply with State regulations governing construction of facilities for the handicapped with the exception that the installation of an elevator in buildings of more than one story shall be mandatory.

1.1.1 Food handling and sanitation facilities shall comply with regulations of the local health department.

1.1.2 Architects and consultants shall establish and maintain early coordination with the State Fire Marshal so that the design is economically compatible with fire protection requirements.

1.1.3 Site clearing and grading shall comply with the requirements for sediment and erosion control of the State.

1.1.4 Building design and construction shall further comply with all local building codes and ordinances.

1.1.5 Floor loadings shall be as approved by the Department of General Services.

1.2 The efficiency factor (gross area divided by assignable space) shall be as low as possible, preferably 1.5 - 1.67, depending on building use. Gross area is the sum of assignable and nonassignable areas. (See Appendix E of *Higher Education Facilities Classification and Inventory Procedures Manual.*)

1.3 The design statement should result in an unpretentious, functional, pleasant appearing building which best responds to the educational and building programs which have been approved for the project and available budget. The ultimate concept should be one that would evolve into a building that could be initially built, operated, and maintained for the best dollar value.

1.3.1 Buildings should be designed with a simple and regular configuration. A low ratio of perimeter to area is usually an indication of an economical design. Compactness is a desirable and cost-saving feature.

1.3.2 The building should be planned on a modular grid. Usually a four or five foot grid is adaptable to most educational facilities. Grid dimensions are often related to the ceiling system. The basic elements, walls, partitions, and structural columns, should ideally coincide with a grid line(s) or intersection.

1.3.3 In the design of educational buildings, considerable economy may be achieved during preliminary design if the structural skeleton and architecture are integrated in an honest and straightforward manner. Regular and repetitive bays and members reduce fabrication and erection costs.

1.3.4 Exterior walls, including thickness, type, and material, should be developed to efficiently and economically meet the primary functions of enclosure, support, weathertightness, and thermal insulation. Aesthetics should be of secondary importance.

1.3.5 Architectural cliches, vogues, and stylistic cuteness are costly and should be avoided.

1.3.6 Environmental systems should be selected and designed on the basis of life cycle costs. The choice of systems shall be based on annual owning and operating costs for twenty-five years with interest compounded at 6 percent.

1.3.7 The building design shall be consistent in all respects with the current concerns and/or future requirements for energy conservation.

1.4 The basic design decisions should be accomplished with the team approach rather than the usual fragmented one of the architect and his consultants working independently, each doing his own thing.

1.4.1 The design team should consist of all interested parties: the architect, his consultants, and his cost estimator. The owner and his staff and representative should work very closely with the architect and participate in making basic decisions.

1.4.2 The architect should be the team leader. It shall be his responsibility to achieve an integrated design with all elements interfacing. It shall also be his responsibility to effect cost management throughout the design process to keep the project on the budget track.

1.4.3 At the major points of the design process, the team should be involved in the selection, design, related costs, and interface of all major systems and elements to arrive at an integrated and reasonable design.

1.4.4 No one discipline should predominate or dictate situations that would complicate or otherwise make ineffectual the integrated systems or detract from the reasonableness of the design.

1.5 It should be incumbent upon the architect and his consultants to use cost control throughout the design process to endeavor to produce a building at the time of bid that is within the budget.

1.5.1 In the selection of all primary elements and systems not only first cost but operating, maintenance, and replacement costs should be taken into consideration.

1.5.2 Comparative cost studies shall be used in the selection of the primary elements and systems. The study should indicate the best dollar value or reasonableness of the design, element, or systems.

1.5.3 In the selection of architectural elements, mechanical and electrical systems, energy consumption and conservation shall be considered and responded to.

1.5.4 Cost management shall be an ongoing part of the entire design process. The developing building design shall respond and adjust to the cost control limitations.

Part D. IMPLEMENTATION

1. The Guidelines in Parts B and C enumerated above are not fixed standards and may be subject to modifications where fully justified. The Guidelines will be used by the Department of State Planning, the Department of General Services, and the State Board for Community Colleges in evaluating both long-range planning and individual construction projects.

APPENDIX F

GENERAL PUBLIC JUNIOR OR COMMUNITY COLLEGE OR REGIONAL COMMUNITY COLLEGE CONSTRUCTION PROCEDURES IN THE STATE OF MARYLAND

The State Board for Community Colleges shall prepare a Statewide plan and program for the development of community colleges, furnishing copies to the Department of State Planning and the State Board for Higher Education concurrently for evaluation and comment. Taking cognizance of submitted comments, the State Board for Community Colleges shall adopt the plan and program.

1. Preparation of Capital Requests and Determination of Priorities

1.1 All community college governing boards shall submit to the State Board for Community Colleges before June 1 each year their planned capital improvement projects proposed to be financed the following year and for the succeeding four years on forms adopted by the State Board for Community Colleges. A copy of these forms shall be submitted by the State Board for Community Colleges to the Department of State Planning and the State Board for Higher Education.

1.2 On or before September 15 of each year, the State Board for Community Colleges shall have assigned project priorities and on or before November 1, shall have prepared proposed legislation to provide for the financing of the proposed capital projects, which information shall be submitted to the Department of State Planning for review and recommendation to the Governor and the pertinent committees of the General Assembly in accordance with official procedure established by the Joint Budget and Audit Committee.

1.3 After enactment of the construction loan act each year, the State Board for Community Colleges shall confirm the priorities for the several projects expected to be funded by the general public junior or regional community college construction loans enacted by the current legislature. This order of established priorities shall be used as a prime determinant in the Statewide disbursal of the construction loan funds for which the priorities were made.

2. Administration of Financial Assistance by the State of Maryland

2.1 Obtaining Conditional Allocation for State Funds

2.1.1 Whenever any county or Baltimore City, or one or more counties and Baltimore City in the case of a regional community college, desires to participate in financial assistance, the board of trustees for the local or regional community or junior college concerned shall by resolution to the county commission(s), county council(s), county executive(s), or the mayor and city council of Baltimore request filing of the necessary petition with the State Board for Community Colleges.

2.1.2 Whenever the county commission(s), county council(s), county executive(s), or mayor and city council of Baltimore approve the request of the board of trustees for the local or regional community or junior college and wish to apply for a grant under the applicable Construction Loan Act, they shall file on the prescribed form a petition with the State Board for Community Colleges to which petition shall be attached the comprehensive information for the proposed project.

2.1.2.1 A comprehensive project plan of the petitioning college shall be submitted to the executive director of the State Board for Community Colleges on forms prescribed by the State Board for Community Colleges.

2.1.2.2 The executive director of the State Board for Community Colleges shall make a preliminary analysis and submit to the Department of State Planning and the State Board for Higher Education a copy of the comprehensive project plan together with his findings of the completeness and accuracy of the proposal and whether it is appropriately programmed and/or planned.

2.1.2.3 The State Board for Higher Education shall provide recommendations which generally relate to an evaluation of the proposal in the light of plans and programs for the orderly growth and overall development of public higher education; an analysis of need, location, and the relationship of the facilities and the educational programs; and an analysis and evaluation of the effects of the proposal on the effectiveness and economical operation of the institution academically, administratively, and fiscally.

2.1.2.4 The Department of State Planning, in evaluating proposals for capital improvement projects which request State funding, will determine that the projects qualify as capital improvements in accordance with Article 78A, Section 2, of the *Annotated Code of Maryland*; review and comment on whether the projects conform to guidelines adopted by the Board of Public Works; and review the projects' relations to federal, State, and local plans and programs, including federal funding programs.

2.1.3 After receiving the comments and recommendations from the Department of State Planning and the State Board for Higher Education, the State Board for Community Colleges shall make a written finding of the fact, which shall include the comments and recommendations of the Department of State Planning and the State Board for Higher Education, to the Board of Public Works through the Department of General Services in the form of a recommendation to the Board, advising which of the requests for financial assistance should be allowed and which should be denied in accordance with recommended priorities.

2.1.4 The Board of Public Works with whom the grant of financial assistance rests shall approve or deny the State's participation in the financing of the project outlined in the petition. The secretary of the Department of General Services shall so inform the State Board for Community Colleges by a letter indicating the State's intent. The Board of Public Works certifies the allocation of State funds to the State Treasurer who makes them available to the county, counties, or city when they are needed for the approved project with a copy of the certification of allocation of funds being sent to the Comptroller of the Treasury.

2.2 Specific Conditions for Compliance

2.2.1 The general location for each proposed community college or addition thereto shall be selected by the board of trustees for the local or regional community or junior college concerned and submitted for the approval of the State Board for Community Colleges and the Board of Public Works through the Department of General Services, which shall seek comments and recommendations from the Department of State Planning. The comments and recommendations are to be attached to and made a part of the document submitted to the Board of Public Works. Selection and purchase of a specific site shall be according to the adopted procedures for community colleges.

Specific Site Selection Procedure:

1. After the Board of Public Works has approved the allocation for the purchase of a campus site of an approximate size and a general location, the board of trustees of a local community college shall study the available sites and have prepared a report which ranks the available sites in order of preference. Technical data should support this ranking, including a site check list.

2. The board of trustees of the college may at its discretion authorize obtaining survey(s), appraisal(s), test borings, and title search(es) on one or all of the available sites as the board of trustees deems appropriate. State participation in such technical studies shall be limited to the study of one site.

3. The college will identify the specific tentative site selected and advise the executive director of the State Board for Community Colleges of its selection. Material supporting the selection of this specific site, including an analysis of alternative sites which were considered, must be submitted at this time to the executive director. The executive director will submit these documents to the State Department of General Services and the Department of State Planning for their confidential review and findings.

4. The board of trustees of the college, when it deems it desirable, or upon written petition from the citizenry, or upon request by the county/city of Baltimore government, may conduct a public hearing. If a public hearing is held, formal minutes shall be taken and copies of these minutes shall be included as part of a formal submission to the State Board for Community Colleges.

5. The approval of a specific site shall be made in accordance with applicable local and State statutes.

6. The executive director of the State Board for Community Colleges will notify the college of the responses of the Department of General Services and the Department of State Planning.

7. The board of trustees of the college will then publicly announce its site selection and authorize negotiations with the owner(s) and the obtaining of option(s) for a particular site purchase, contingent upon the approval of the Board of Public Works.

8. The college will request that the executive director of the State Board for Community Colleges obtain the approval of the State Board for Community Colleges to purchase the specific site; and, subsequently, forward the findings together with the option(s) and two independent appraisals for each parcel to the Board of Public Works through the Department of General Services for its final approval of the specific site.

9. Should it not be possible to obtain option(s) on a specific site or portion(s) of a site, the board of trustees will request the executive director of the State Board for Community Colleges to inform the Board of Public Works that such options were not obtainable but that the board of trustees plans to proceed to acquire the specific site or portion(s) of the site through other means. If condemnation is subsequently necessary, the board of trustees will authorize that action and inform the executive director of the State Board for Community Colleges.

10. The Board of Public Works will not be bound to approve State participation in any judgment rendered by a jury or court in condemnation proceedings.

2.2.2 The architect for the project shall be selected by the board of trustees for the local or regional community or junior colleges and his name shall be submitted through the State Board for Community Colleges to the Department of General Services for approval. The appointed architect shall be under the direct contractual responsibility of the board of trustees for the local or regional community or junior college and not of the State.

2.2.2.1 Since the fees for the architect or engineer are a portion of the cost of the project, the maximum architectural-engineering fee used in the State contribution formula shall not exceed the current Standard State Architect-Engineer Fee Schedule.

2.2.2.2 The State Board for Community Colleges and the Department of General Services shall be furnished an executed copy of the architect or engineer agreement.

2.2.3 The development documents and current cost estimates, using Department of General Services cost estimate worksheet for each proposed project, shall be recommended by the executive director of the State Board for Community Colleges to the Department of General Services and the Department of State Planning for review.

2.2.3.1 Before an application for construction funds will be considered, the review of the development documents by the Departments of State Planning and General Services shall be required.

2.2.4 The construction documents and current cost estimates, using Department of General Services cost estimate worksheet, shall be submitted by the college involved for the approval of the executive director of the State Board for Community Colleges and the Department of General Services before the project is bid.

2.2.4.1 The construction documents and cost estimates are to be reviewed by the Department of General Services for approval as to the conformance with the adopted community college construction guidelines, approved development documents, the building, fire protection, and health code regulations, and the general conditions of the Department of General Services and the State of Maryland.

2.2.5 Bids shall be received and publicly opened at the time of published notice by the board of trustees for the local or regional community college(s). The State Board for Community Colleges and the Department of General Services shall be duly notified of the date, time, and place of bid openings. Contractors' proposals shall include separate information, such as cost of site work, outside utilities and built-in equipment. This information shall be included on the bid tabulation submitted to the Department of General Services.

2.2.5.1 The board of trustees for the local or regional community or junior college shall submit a tabulation of the bids with comments and recommendations through the State Board for Community Colleges to the Department of General Services prior to the award of the contract. The bids shall be reviewed by the Department of General Services and reported to the Board of Public Works with all prior comments and recommendations. The award of contract is subject to the approval of the Board of Public Works.

2.2.6 Upon approval of award of the contract by the Board of Public Works, the Department of General Services shall notify the State Board for Community Colleges which shall then notify the local or regional board of trustees.

2.2.7 The State Board for Community Colleges and the Department of General Services are to be furnished a copy of the contract and a copy of any change order.

2.2.7.1 After award of contract the contractor's itemized breakdown of costs shall be at least as detailed as shown on form for cost breakdown for progress payments, DGS Form 28-A and submitted to the Department of General Services by the State Board for Community Colleges.

2.2.7.2 A change order shall be accompanied by a cost summary showing whether the State of Maryland's portion of the additional cost is within the approved allocation of State funds.

2.2.7.3 A summary of all committed project funds, including change orders within the approved allocation of State funds, shall be submitted to the Board of Public Works prior to final accounting for approval as far as State participation is concerned.

2.2.8 When a project includes or consists of movable equipment, a list of initial capital equipment as defined in the Department of State Planning's *Instructions for the Preparation and Submission of Capital Project Requests*, which is necessary to place the plant in operation and which has a normal life expectancy in excess of the life (15 years) of the bonds financing his construction, shall be submitted to the State Board for Community Colleges for review in conjunction with the Department of State Planning. All reviewed capital equipment contracts shall be approved by the Board of Public Works. Only approved purchase contracts will be considered when calculating local expenditures for compliance with the matching provisions of the Construction Loan Act. Whenever appropriate, provisions will be made for competitive bidding.

2.3 Disbursal of State Funds

2.3.1 Before any State funds are disbursed, the State Board for Community Colleges shall certify to the Comptroller of the Treasury that the local share of the project's cost will be available.

2.3.2 The State board for Community Colleges shall make arrangements with the Comptroller of the Treasury as to the actual mechanics for obtaining the State funds for these projects.

2.3.3 Any funds allocated and paid to the governing body of a county, counties, or Baltimore City shall be kept in a separate account and from time to time said governing body shall submit reports as prescribed by the State Board for Community Colleges showing payments from such funds for public junior or community college or regional community college construction.

2.3.4 The State Treasurer shall upon warrant of the State Comptroller make payments to the county, counties, or Baltimore City on proper transmittal lists prepared by the State Board for Community Colleges. The transmittal lists shall be forwarded to the State Comptroller for payment.

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